



ElasticRoute

ElasticRoute

Quick Start Guide

ElasticRoute at a Glance

Detrack Overview

This quick start guide will provide the basic information to start using ElasticRoute.

There are 3 basic setups required:

1. [Setting Up Of Location And Timezone Of Your Plan Area](#)
2. [Adding Depot](#)
3. [Adding Vehicle](#)

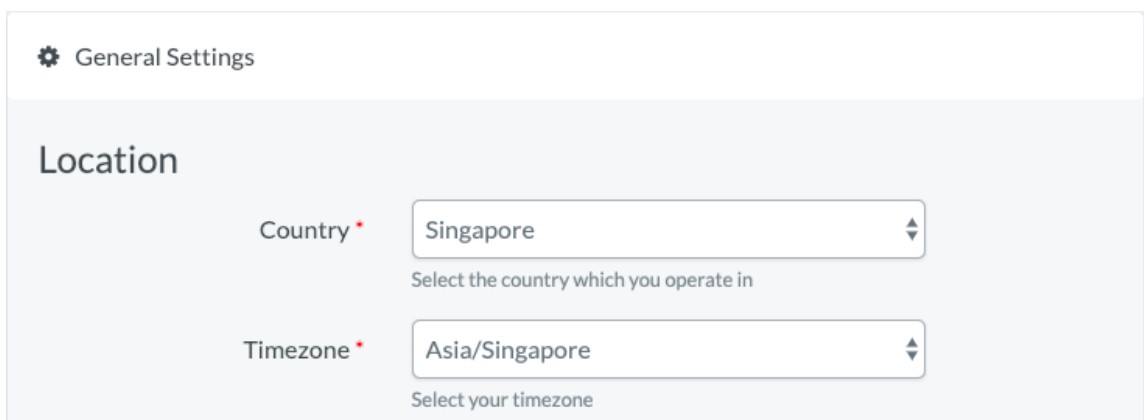
After the basic settings, you may proceed with the addition of stops for [Planning And Routing](#).

Part 1 – Setting Up Of Location And Timezone

To begin route planning, you are required to set the location and timezone of your business operation or plan area. Timezone setting is needed for the system to generate various estimated time of arrivals (ETA) for your planned routes.

Step 1: Navigate to Settings > General.

Step 2: Enter your Country and Timezone into the fields.



The screenshot shows the 'General Settings' interface. Under the 'Location' section, there are two dropdown menus. The first is labeled 'Country *' and has 'Singapore' selected, with the instruction 'Select the country which you operate in' below it. The second is labeled 'Timezone *' and has 'Asia/Singapore' selected, with the instruction 'Select your timezone' below it.

Step 3: Click Save.

*The rest of the settings may be omitted.

For more information, please refer to [General Settings](#).

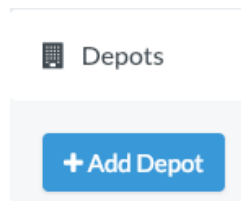
Part 2 – Adding Depot

Depot can serve as starting and ending points for your delivery / collection jobs. You may also use it to define your warehouse.

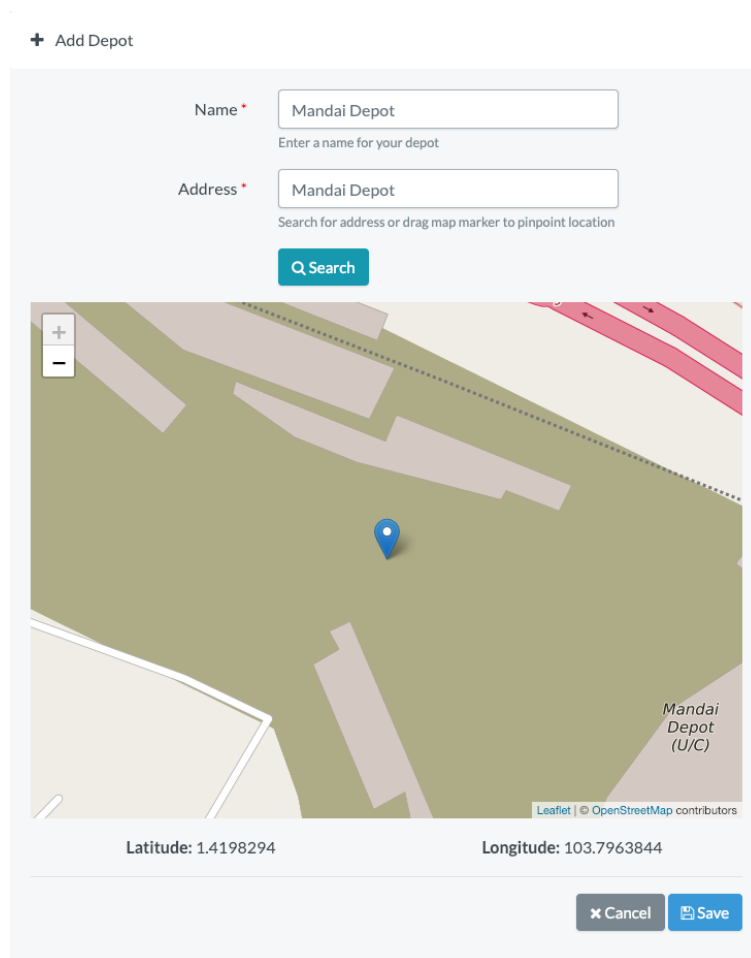
Step 1: Navigate to Settings > Depots.

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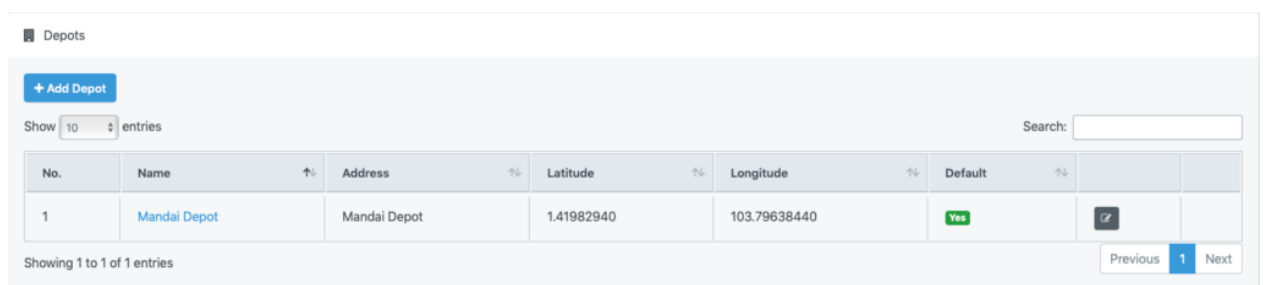
Step 2: Click the Add Depot button.



Step 3: Key in the Name and Address for your depot. You may click-and-drag the map marker to pin-point the location.

A screenshot of the 'Add Depot' form. The form has two input fields: 'Name' and 'Address', both containing the text 'Mandai Depot'. Below the 'Address' field is a search button labeled 'Search'. A map is displayed below the form, showing a location pin on a green field. The map is labeled 'Mandai Depot (U/C)'. Below the map, the coordinates 'Latitude: 1.4198294' and 'Longitude: 103.7963844' are displayed. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Step 4: Click Save.



Depots

+ Add Depot

Show 10 entries

Search:

No.	Name	Address	Latitude	Longitude	Default		
1	Mandai Depot	Mandai Depot	1.41982940	103.79638440	Yes	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous 1 Next

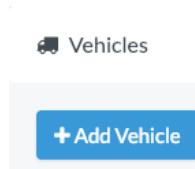
For more information, please refer to [How To Add Depot / Warehouse](#).

Part 3 – Adding Vehicle

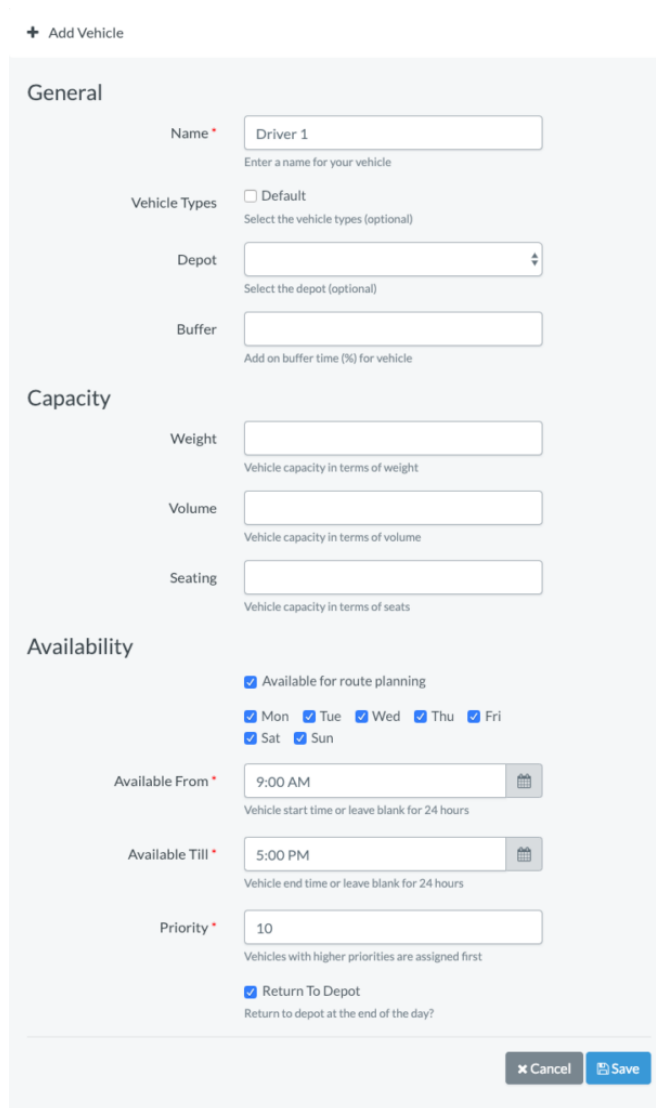
To add vehicle for planning and routing, follow the steps below.

Step 1: Navigate to Settings > Vehicle.

Step 2: Click the Add Vehicle button.



Step 3: Key in the Name for your vehicle.

A screenshot of the 'Add Vehicle' form. The form is titled '+ Add Vehicle' and is divided into several sections: 'General', 'Capacity', and 'Availability'.
- **General Section:**
 - Name: A text input field containing 'Driver 1'. Below it is the text 'Enter a name for your vehicle'.
 - Vehicle Types: A checkbox labeled 'Default' with the text 'Select the vehicle types (optional)'.
 - Depot: A dropdown menu with a downward arrow. Below it is the text 'Select the depot (optional)'.
 - Buffer: A text input field. Below it is the text 'Add on buffer time (%) for vehicle'.
- **Capacity Section:**
 - Weight: A text input field. Below it is the text 'Vehicle capacity in terms of weight'.
 - Volume: A text input field. Below it is the text 'Vehicle capacity in terms of volume'.
 - Seating: A text input field. Below it is the text 'Vehicle capacity in terms of seats'.
- **Availability Section:**
 - Available for route planning: A checked checkbox.
 - Days: Checked checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, and Sun.
 - Available From: A time input field showing '9:00 AM' with a calendar icon. Below it is the text 'Vehicle start time or leave blank for 24 hours'.
 - Available Till: A time input field showing '5:00 PM' with a calendar icon. Below it is the text 'Vehicle end time or leave blank for 24 hours'.
 - Priority: A text input field showing '10'. Below it is the text 'Vehicles with higher priorities are assigned first'.
 - Return To Depot: A checked checkbox with the text 'Return to depot at the end of the day?'.
At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

*The rest of the information may be omitted.

For more information, please refer to [How To Add Vehicles](#).

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Step 4: Click Save.

Vehicles

Vehicle has been created!

[+ Add Vehicle](#) [Import from Detrack](#) [Edit All Vehicles](#)

Show entries Search:

No.	Name ↑↓	Types	Weight ↑↓	Volume ↑↓	Seating ↑↓	Buffer ↑↓	Depot ↑↓	Available	Available From ↑↓	Available Till ↑↓	Priority ↑↓		
1	Driver1							Mon Tue Wed Thu Fri Sat Sun	9:00 AM	5:00 PM	10		

Showing 1 to 1 of 1 entries Previous **1** Next

Planning And Routing

After the addition of the depot and vehicle, you may start entering the stops for planning. There are 2 main ways to create the stops:

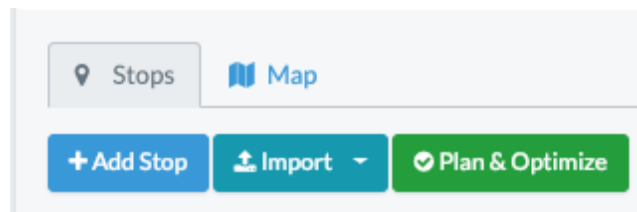
- [Manual Addition Of Stops](#)
- [Importing Of CSV File To Create Stops](#)

Manual Addition Of Stops

Step 1: Click on Calendar.

Step 2: Select the date of your choice.


Step 3: Click Add Stop.



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Step 4: Enter Date, Name, and Address.

+ Add Stop


Date * 
Select the date

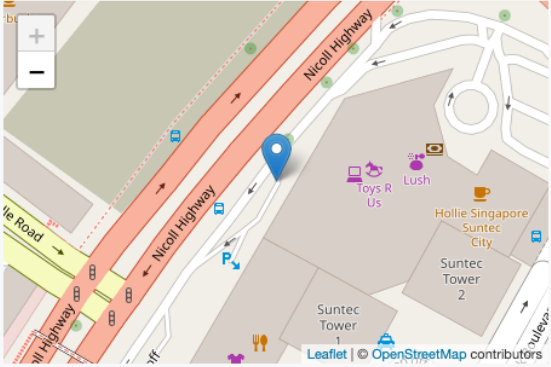
Name *
Enter a name for your stop (unique for the day)

Vehicle Type
Hint: if stop can only be serviced by a specific type

Depot
Select depot

Time Window
Select time window

Address * 
Enter the stop address

Location * 
Lat: 1.29605212 Lng: 103.85817016

Weight Load
Load in terms of weight

Volume Load
Load in terms of volume

Seating Load
Load in terms of seats

Service Time (mins)
Service time required at this stop e.g. 15 (mins)

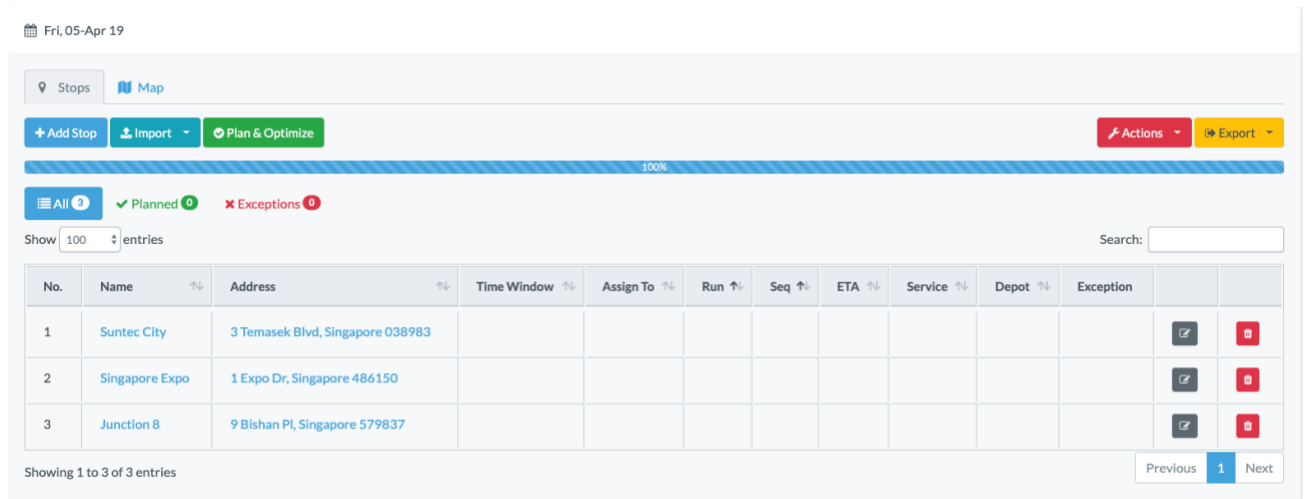
*Locate the address with map marker if needed by clicking Search or dragging the map marker.

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Refer to the following links for more information:

- [How To Assign Stops With Special Requirements To Specific Vehicle Type](#)
- [How To Add Depots / Warehouses](#)
- [How To Set Time Windows](#)
- [How To Set Vehicle Capacity](#)

Step 5: Click Save to return to the summary page.
(Please repeat Step 3 to 5 to create two more stops.)



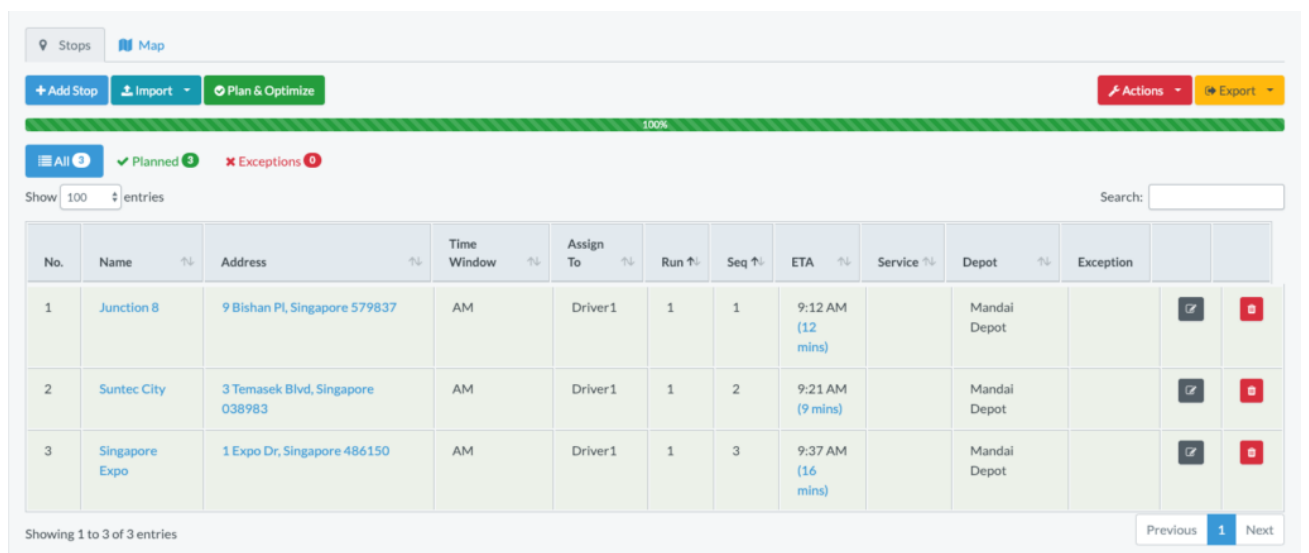
The screenshot shows the ElasticRoute interface on a desktop. At the top, it displays the date 'Fri, 05-Apr 19'. Below the date, there are tabs for 'Stops' and 'Map'. A navigation bar contains buttons for '+ Add Stop', 'Import', and 'Plan & Optimize'. On the right side of the navigation bar, there are 'Actions' and 'Export' buttons. A progress bar indicates 100% completion. Below the navigation bar, there are filters for 'All' (3), 'Planned' (0), and 'Exceptions' (0). A search bar is present on the right. The main area displays a table with 3 entries. The table has columns for No., Name, Address, Time Window, Assign To, Run, Seq, ETA, Service, Depot, and Exception. The data rows are:

No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception
1	Suntec City	3 Temasek Blvd, Singapore 038983								
2	Singapore Expo	1 Expo Dr, Singapore 486150								
3	Junction 8	9 Bishan Pl, Singapore 579837								

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Step 6: Click on Plan & Optimize.

Once the planning is completed, the rows will turn pale green with the relevant information such as Run, Seq and ETA being generated.



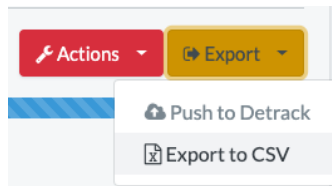
The screenshot shows the ElasticRoute interface after the 'Plan & Optimize' button has been clicked. The progress bar is now green and indicates 100% completion. The table now has pale green rows and contains the following data:

No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception
1	Junction 8	9 Bishan Pl, Singapore 579837	AM	Driver1	1	1	9:12 AM (12 mins)		Mandai Depot	
2	Suntec City	3 Temasek Blvd, Singapore 038983	AM	Driver1	1	2	9:21 AM (9 mins)		Mandai Depot	
3	Singapore Expo	1 Expo Dr, Singapore 486150	AM	Driver1	1	3	9:37 AM (16 mins)		Mandai Depot	

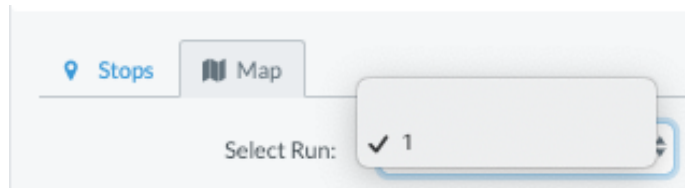
At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and has 'Previous', '1', and 'Next' navigation buttons.

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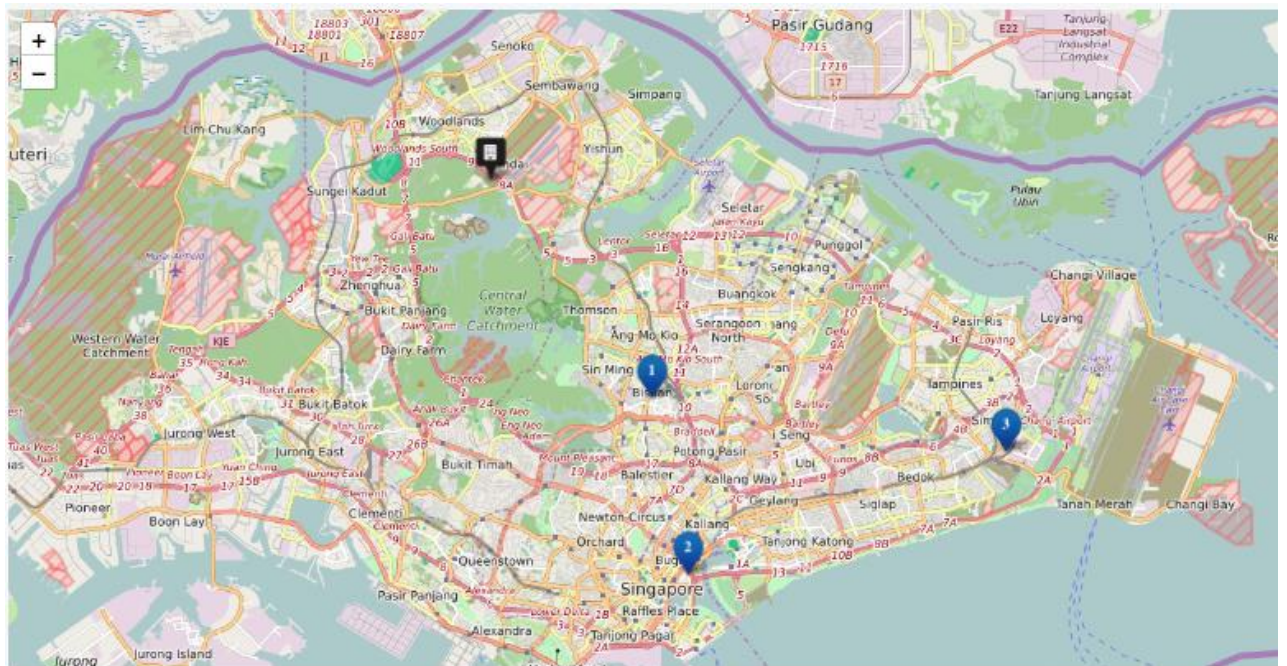
Step 7: To export the data out, you may click on the Export button, and select Export to CSV.



Step 8: To view the locations of the stops on the map, click on Map > Select a run number.



The optimized route would be shown in the map below.



Importing Of CSV File To Create Stops

If you happen to have a CSV file for upload, you may choose to upload it for the creation of Stops.

Click to download CSV Template For Creating Stops

- [Full Address CSV Template](#)
- [Line Address CSV Template](#)

Step 1: Prepare a CSV file.

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For example:

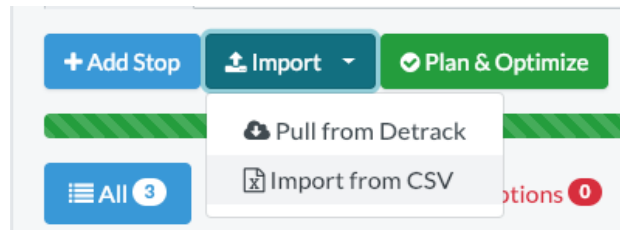
Name	Address 1	Address 2	Address 3	City	State	Postal Code	Country	Latitude	Longitude	Weight Load	Volume Load	Seating Load	Service Time	Depot	Group
Suntec City	3 Temasek Blvd			Singapore	Singapore	038983	Singapore	1.2946918	103.859158						
Singapore Expo	1 Expo Dr			Singapore	Singapore	486150	Singapore	1.3352329	103.959893						
Junction 8	9 Bishan Pl			Singapore	Singapore	579837	Singapore	1.35059015	103.848745						

Notes:

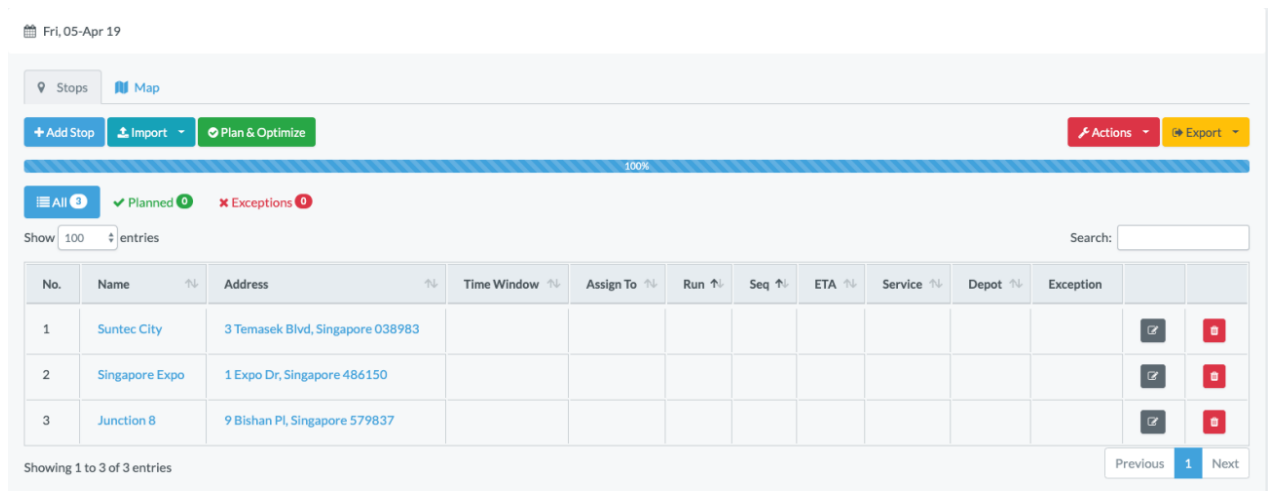
- Required fields: Name and Address
- Note that the Name is a unique identifier, it can be used to represent your D.O. No.
- If possible, kindly provide the Latitude and Longitude of your stops.
- If the Latitude and Longitude are not provided, the software will attempt to geocode and locate the input address.
- If you wish to rename the headers of your CSV for importing, refer to [How To Import CSV File To Create Stops For Planning](#).

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Step 2: Click on Import > Import from CSV.



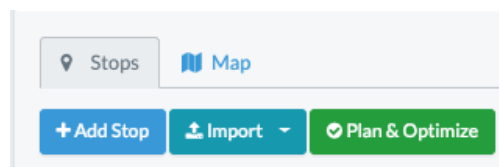
Step 3: Upon uploading the CSV, please wait for the address wordings to turn blue as shown below, indicating that the addresses had been geo-coded (i.e. converted to a pair of GPS coordinates, latitude and longitude).



If the wordings remain in red after a long period of time, click on the Edit icon to the right-hand side to manually locate the address.



Step 4: Click on Plan & Optimize.



Once the planning is completed, the rows will turn pale green, with the relevant information such as Run, Sequence (Seq) and ETA being generated.

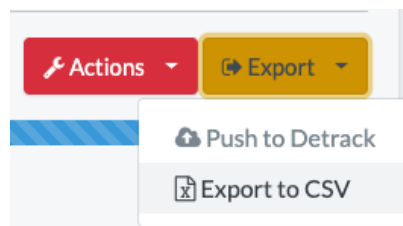
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No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception
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2	Suntec City	3 Temasek Blvd, Singapore 038983	AM	Driver1	1	2	9:21 AM (9 mins)		Mandai Depot	
3	Singapore Expo	1 Expo Dr, Singapore 486150	AM	Driver1	1	3	9:37 AM (16 mins)		Mandai Depot	

Notes:

- The Run will correspond to the ordered sequence grouping of stops planned for the driver to form a route.
- The Seq refers to the Sequence / Order of the stop in the run. Your driver may follow this sequence number to perform the optimized delivery.

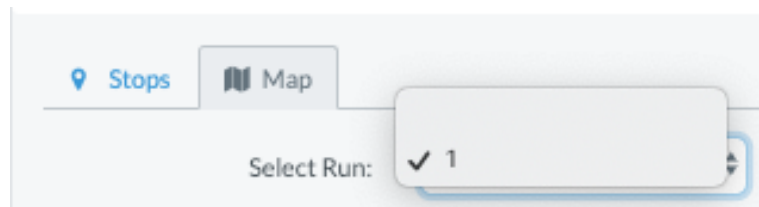
Step 5: To export the data out, you may click on the Export button.



Note:

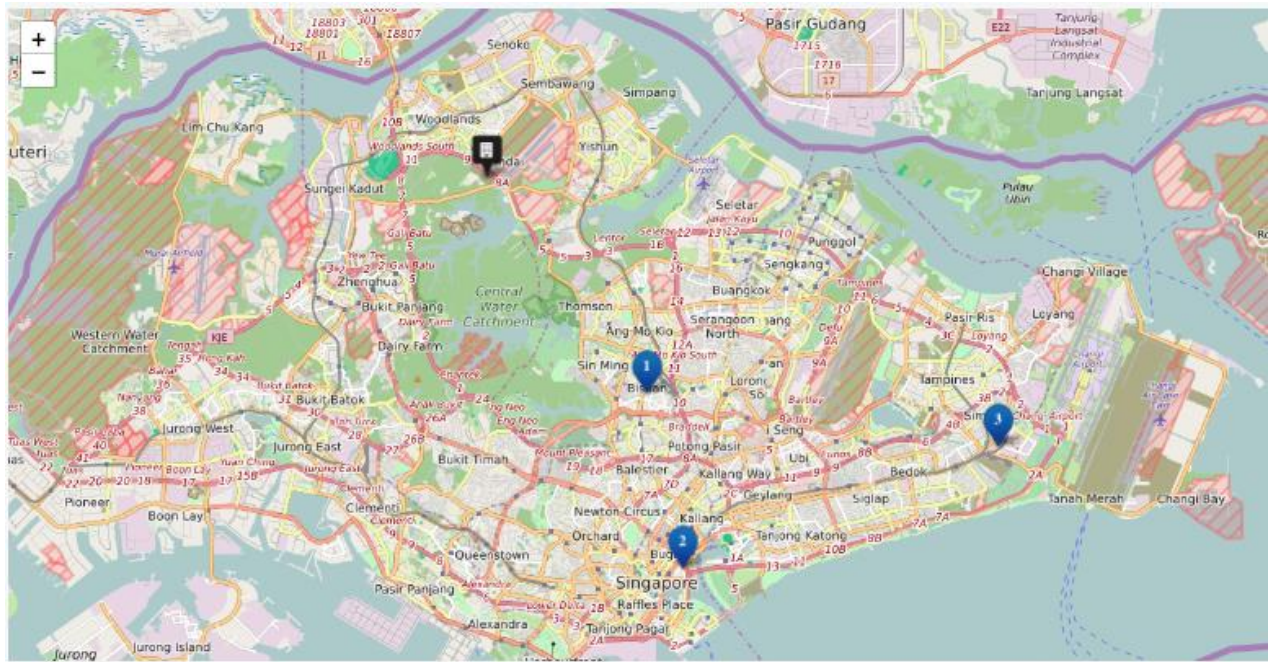
- If you wish to customize the headers of your CSV export, please refer to [How To Export Planned Stops To CSV](#).

Step 6: To view the locations of the stops on the map, click on Map > Select Run.



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The optimized route would be shown in the map below.



Please visit ElasticRoute tutorial page at <https://www.elasticroute.com/tutorials/> to learn more about ElasticRoute and its functionality.

We hope you will enjoy using ElasticRoute. For additional help, just drop us an email at support@elasticroute.com.

Website: <https://www.elasticroute.com/>