

RouteMAX Quick Guide

Go to <https://www.saia.routemax.com> and enter your login credentials.

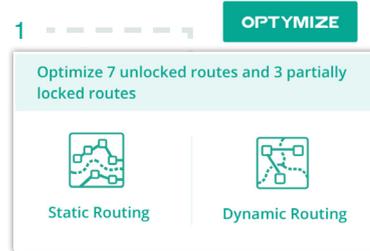
1. Optimization

What is static routing?

This mode creates efficient routes within zone boundaries. [1]

What is dynamic routing?

This mode creates the most efficient routes without any zone boundaries. [1]



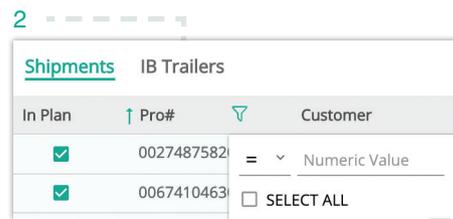
2. Shipment Management

How can I find a pro?

The search feature on all data grids helps you find a pro or any property of a pro. [2]

How can I sort data by weight?

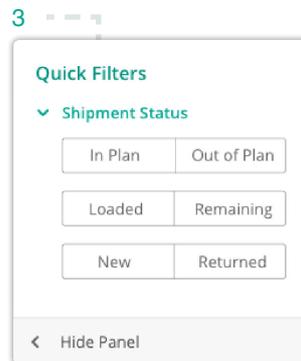
Double click on the column name to sort. [2]



How can I filter content?

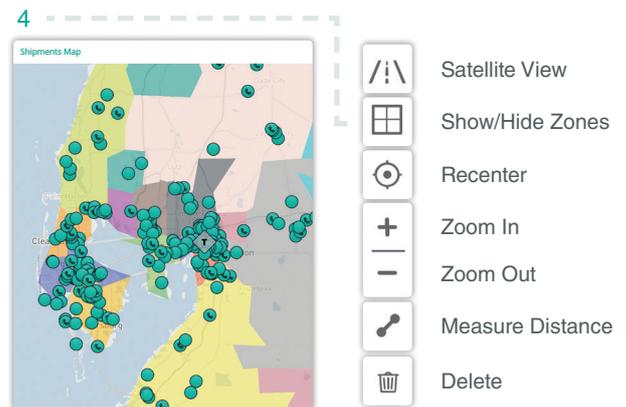
Quick filters in the *Shipment Management* tab can be used to filter shipments based on their properties. [3]

Another way of filtering is to use column-level filters.



How can I see zones on the map?

Click on the map control  to display all zones belonging to a terminal in different colors. [4]



How can I edit shipment properties?

In the *Shipment Management* tab, make inline edits in the *Shipments* grid by double-clicking on the desired cell. To bulk edit a property, select multiple shipments and

click on the *Edit* button . [5]



3. Route Planning

How can I resequence a route?

Use the *Sequence optimization* button  in the *Routes* grid or manually resequence the route in the *Stops* grid by dragging the *Resequence* icon . [6]

How can I move stops to a different route?

Drag and drop stops on the map or use the *Edit* button  in the *Stops* grid to move multiple stops. [7]

How can I undo my last move?

A feedback panel pops up when there is a huge difference in KPIs. You can revert changes with the *Undo* button. [8]

How can I view nearby routes?

Click on *Find nearby routes* to display nearby routes on the map. [9]

How can I terminate a route at a stop that is different from what the optimization suggests?

Use the *Mark as Last Stop* button. [9]

Where did the new shipments go?

Green dots indicate that new shipments have been added to a route. [10]

Are there any violations on this route?

Red dots indicate violations. Hover over the dots for more details. [10]

5. Publish

How can I send the plan to AS/400?

Click the *Publish* button  to send the plan to AS/400.

All changes after the first publish will be automatically sent to AS/400. [11]

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State	PSE	Bills	Service	UNRTD	Delivery Window
FL	1	1	APT	015	12:00 - 17:00
FL	1	1		016	
FL	2	1	APT	017	12:00 - 17:00
FL	1	1			
FL	2	1			

8

 Sams Club ³ United Natural Food ⁸
▼ 8.6 mi ▼ 2 hr ▼ \$30 0 Missed Apts 

9

Royal New Taj 20_1 - 3
3921 34th street Tampa, FL 33619

Service Window 08:00-15:00
ETA 13:00
Weight 12,287 lbs
Bills 3
P S E 3

[Find nearby routes](#)

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Routes		
Route	Status	Wave
UNRTD		1
1_1		1
10_1		1
15_1		1

11

Master Scenario 2/22 (231)
Refreshed 15 min ago      

For any additional questions, feel free to contact us.

Email us at help@routemax.com.
Call us at 1-855-OPTYM-02.