

## How to prepare the vehicle list

## First step: preparing the list of customers to visit

[Download our Excel template of vehicles](#) and fill it with the list of drivers that will make the routes. It is very important to keep the cell format and do not change the name of the columns.

### 1.- Driver's schedule

- In each row indicate a driver's working hours ("Start time workday", "End time workday" and "Duration break")
- We recommend some flexibility for the breaks ("Possible break from", "Possible break until" "Duration Break") to obtain a better planning. In this example, the meal (lasting 60 minutes) can be placed within a 2-hour time slot (from 13h to 15h). So, if for example two clients are very close, Routing Reparto will take this into account and plan the driver's break once the driver visits those customers.

Vehicle								Start Time	End Time	Duration	Possible	Possible	Return
ID	Name	Street	Number	City	Postal Code	Province	Country	Workday	Workday	Break	Break From	Break Until	Base
1	Robert Jones	Elverton Street	1	London	SW1P-2DT	London	United Kingdom	9:00	20:00	1:00	13:00	15:00	Y
2	Daniel Smith	Elverton Street	1	London	SW1P-2DT	London	United Kingdom	9:00	20:00	1:00	13:00	15:00	Y

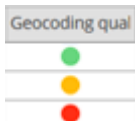
## 2. Addresses of vehicles

- Indicate the name of the vehicle or driver.
- Enter the complete address ("Street number", "City", "Zip code", "State", "Country").
- You must fill in all fields and avoid street names with errors
- "Return Base" has 3 very interesting possibilities:
  - "Y": the vehicle ends its route at the departure base, at the end of its working day (before 20h, in our example)
  - "N": the vehicle ends its route at the last client visited, at the end of its working day (before 20h, in our example)
  - "Y" adding a second address: the vehicle ends at a second base or at the driver's home, at the end of its working day)

**Download Excel**  
RETURN TO BASE - VEHÍCLES

Postal Code	Province	Country	Start Time Workday	End Time Workday	Duration Break	Possible Break From	Possible Break Until	Return Base
SW1P-2DT	London	United Kingdom	9:00	20:00	1:00	13:00	15:00	Y
SW1P-2DT	London	United Kingdom	9:00	20:00	1:00	13:00	15:00	Y

After you add the vehicles, Routing Reparto geolocates the addresses and assigns geographical coordinates. Then, you can check the quality of the geolocation on the display:



Complete, you don't have to do anything.

Only the street is located. You must add a new street number. This vehicle's route will be planned but the vehicle is located at the start of the street.

Only the city is located. You must correct the street name. This vehicle's route will be planned but the vehicle is located at the city center.

Neither the street nor the city are located. This vehicle's route will not be planned.

### 3.- Resolve addresses that are not found by street, province or country

Routing Reparto has two tools to manually resolve addresses: moving them on the map and correcting the texts. After making the changes, you can download the list of coordinates to Excel (and continue your planning).

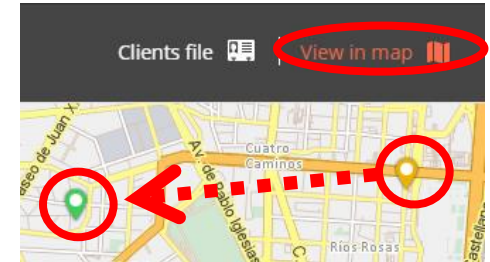
#### A: Moving the pointer icon on the map

1) Choose the option “view in map”

View in map

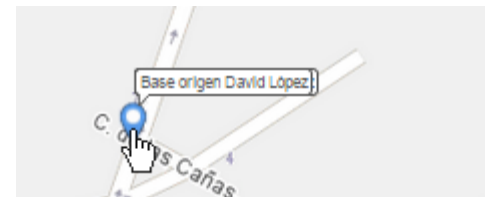
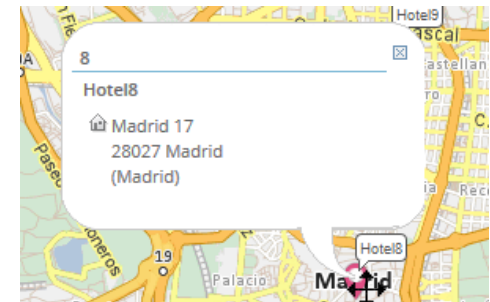
There, you will be shown different pointers, that show where every address has been located.

The goal is to get all the pointers green, as it shows that the address has been correctly located.



Below, we explain you how to move the pointer on the map and modify the address.

- 1 First, we have to double-click (left button) on the pointer we want to move. It will appear a dialogue showing the address.
- 2 Now, the pointer changed and is showing us we are able to drag it along the map.
- 3 We drag the pointer to the correct address: the address has been automatically corrected.



## B: Changing the address text

- 1) Select the “addresses with geocoding pending”.
- 2) If we found similar addresses. Please choose one from the list.
- 3) If you can't find the address in the list, please write another one (as illustrated in the image on the right).



## 4.-Geographic coordinates, the solution to geolocate address not found

For complicated postal addresses, we recommend using geographical coordinates X-Y (columns "X Origin Coord" and "Y Origin Coord"). The main causes of problems with postal addresses tend to be:

**Some field is empty:** “Name”, “Street”, “Number”, “City”, “PostalCode”, “Province” or “Country” are empty.

**Mistyped or incomplete address:** for example the street name is abbreviated (“St James W”, instead of “Saint James Walk”)

**Unspecific or remote address:** like for example, “Industrial Park West Side” or “Smithfield Market”.

City	PostalCode	Province	Country	StartTime1	EndTime1	Duration	CoordY	CoordX
London	SW1W-9AQ	London	United Kingdom	09:00	18:00	0:15	51,497326	-0,150377
London	W1J-0LF	London	United Kingdom	09:00	18:00	0:20	51,509419	-0,135609
London	SW7-2AW	London	United Kingdom	09:00	18:00	0:15	51,500909	-0,176015

To add coordinates, download the following customers' template "Coordinates-Vehicles". We strongly recommend using this new Excel template but you can also add new columns to your old Excel template. Always remember that it is very important to keep the format of the cells and do not change the name of the columns.

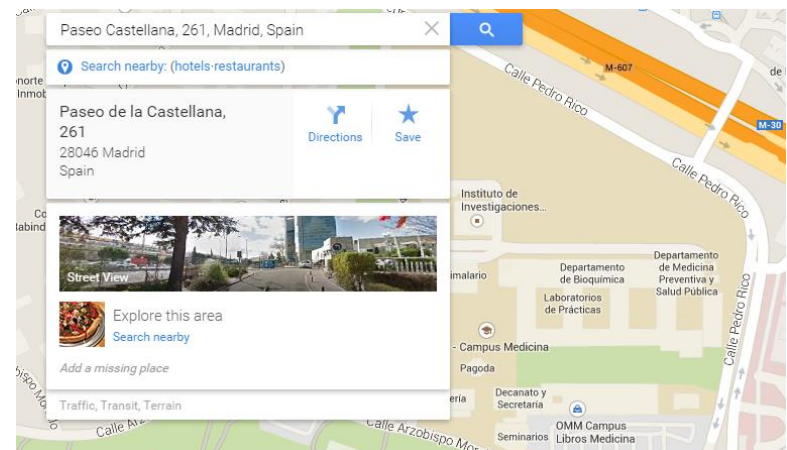


Remember that your Excel can have rows with or without coordinates. If a row has both an address and coordinates, Routing Reparto will only use the coordinates.

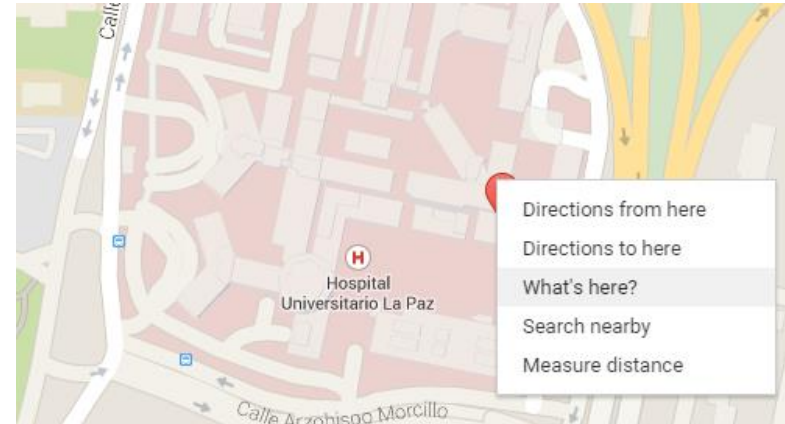
## 5. -How to look for coordinates

If you can not found any address, you can look for its coordinates:

- 1 To start searching for coordinates, click here:  
<http://www.google.com/maps>



- 2 Type the address, e.g., "Paseo Castellana 261, Madrid".
- 3 Click on the pointer with the right button and click "What's here?".



- 4 Coordinates will be shown: 40.480936 (CoordY), -3.686391 (CoordX). Click on the numbers and copy the text from the address finder.

**Attention! While placing the coordinates into the Excel file, you should use commas (,) in stead of dots.**

CoordY	CoordX
40,480871	-3,685634
40,439598	-3,610832
40,468859	-3,706871

