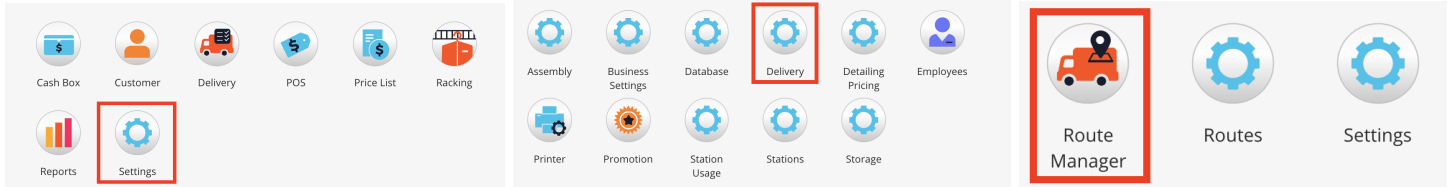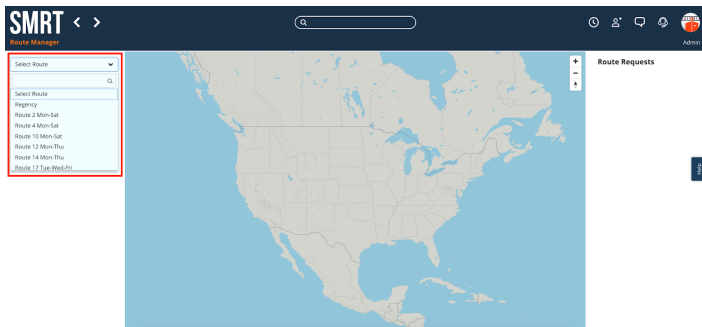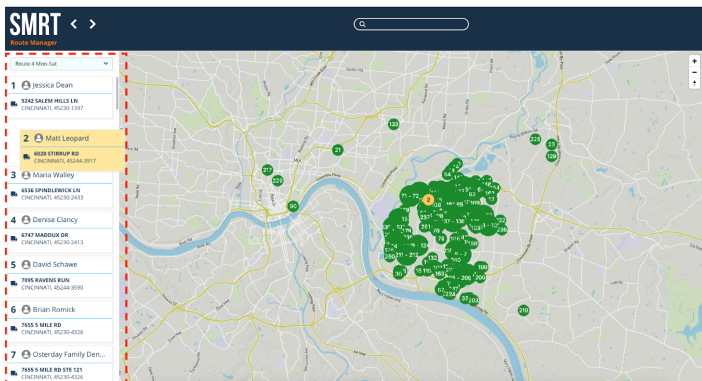1. Access the Route Manager Settings.

2. Select a Route.

3. Verify that all the stops in each route are in correct order, if you wish to move any around, click on the stop number, drag and place it where you want it.

4. Verify that every stop has the correct settings and instructions. On the Route Manger, click on the customer's name, once the account opens, click on their address to access their Route settings.