

Suburban Software Systems

**Mapping For the Propane
System**

Mapping for the Propane System

User's Guide v1.6

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Mapping for the Propane System™ User's Guide

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System Requirements

The recommended system configuration for the Mapping for the Propane System version 1.3 or higher is a computer running Microsoft Windows 7 Pro or higher. Below are the minimum requirements your computer needs to run Mapping for the Propane System.

Minimum Requirements	
Computer/Processor	Pentium Dual Core Processor or better is recommended
Memory	1 Gigabyte RAM.
Hard Disk	Hard disk space requirements will vary depending on configuration; custom installation choices may require more or less. Listed below are the minimum hard disk requirements for MapPoint: <ul style="list-style-type: none">▪ 1.10 gigabytes for full configuration - recommended Windows 7 Pro, Windows 7 Ultimate
Operating System	Windows 7 Pro and higher.
Drive	DVD drive
Display	1024 by 768 or higher-resolution monitor with 256 colors
Peripherals	Microsoft Mouse, Microsoft IntelliMouse®, or compatible pointing device

Installation Overview

1. Install Microsoft MapPoint for North America

- a. Each computer that will be running the Mapping Module for the Propane System is required to have a licensed version of Microsoft MapPoint North America 2006 or higher.
- b. When prompted, the MapPoint License Agreement must be accepted before the installation can continue.
- c. On Windows 7 or higher the logged in user must have 'Administrator' rights on the computer where the software is being installed.
- d. Suburban Software Systems strongly recommends the **Full Install** option for MapPoint. This will install the data files for the mapping engine locally to the computer. **Selecting the Standard Install is discouraged. The Standard Install will require the Run CD for MapPoint to be in the CD-ROM drive of the computer while running the mapping software.**
- e. If the MapPoint installation requires the computer to be rebooted, the computer must be rebooted before continuing with these installation instructions.

2. Install the Mapping Module for the Propane System

- a. Each computer that will be running the Mapping Module for the Propane System is required to have a license for the Mapping Module for the Propane System.
- b. When prompted, the Mapping Module License Agreement must be accepted before the installation can continue.
- c. One or more system components may need to be updated during the install of the Mapping software. If necessary, the system should be rebooted when prompted.

3. License Agreement and Registration Method for MapPoint

Mapping Module Overview

Suburban Software Systems unique mapping solution integrates dispatching, routing, and the power of geographical information systems.

The mapping module will, on its own, identify and match to a geographic location (latitude & longitude) between 70 to 90 percent of customer's delivery location from the address provided in the Suburban database.

Mapping Functions

- Identify Customer Delivery Locations
- Organize Customers by Route, Driver, and Branch/Districts
- Optimize Daily Route Sequencing
- Provide Turn by Turn Directions
- Produce Delivery tickets in Optimum Route Sequence

The Mapping Module automatically optimizes the Route Sequencing to minimize time and distance, resulting in maximum efficiency with a minimum of costs and resources.

- Reduce operating costs
- Reduce time required to service a Route
- Maximize resource efficiency

The Route Summary displays a complete stop by stop description of the Route, including:

- arrival and departure times
- detailed directions
- quantity of product to be delivered
- estimated delivery duration
- driving distance
- total cost
- total gallons
- total distance
- total duration

Visualizing the accounts by geographical location enables the organization of accounts by Branch, Driver, and Route allowing for more effective use of delivery resources.

Identify Customer Delivery Locations

The user's **first task** will be to identify the delivery location of each of the customer accounts. Perform these steps in small segments (**usually one route at a time**) in order to position all customer delivery locations on the map.

Customer Location Identification Steps:

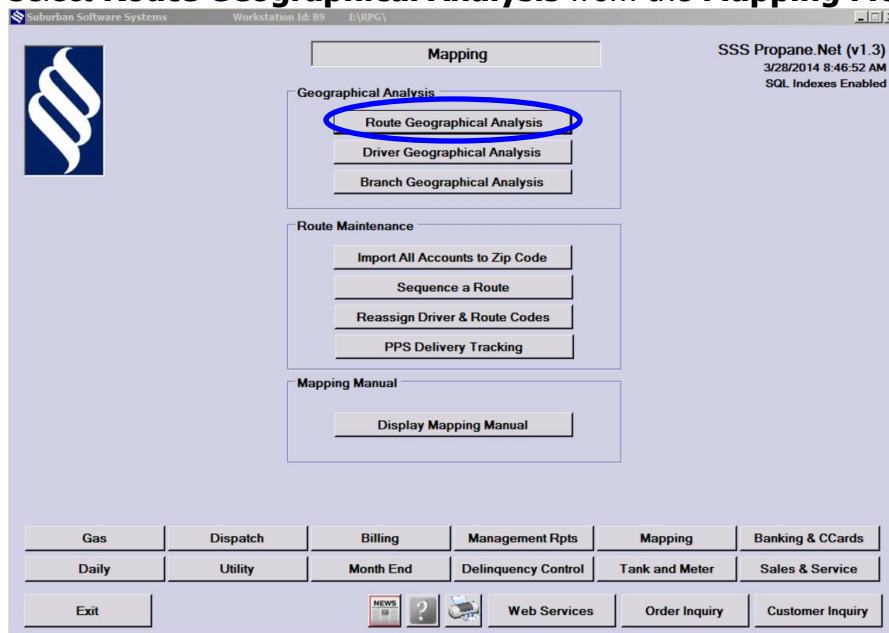
1. **Create the "Unmatched Account Report" and Update the Database.** Update as many of the delivery addresses as possible, or where necessary add a new delivery address. PO Box and Rural Route addresses need to be replaced with valid delivery addresses.
2. **Locate the "Unmatched Accounts"** using the "Suburban Tools" to provide potential alternate addresses to those that cannot be located in the street database for the mapping software and position the accounts at the corresponding location.
3. **Create the "Address Analysis Report" and Update the Database.** Update any incomplete addresses, PO Box addresses, or invalid addresses.
4. **Match the Remaining Unmatched Accounts** by any combination of the following methods:
 - **Import "Unmatched Accounts" to the Zip Code, "Drag and Drop" the account to the proper geographic location**, and finally save the new location(s) to the master file.
 - **Use the Portable Propane System (PPS) with the GPS Device to record the latitude and longitude of the delivery location** and automatically update the customer master file.
 - **Use a handheld GPS receiver to record the latitude and longitude of the delivery location** on the ticket and manually update the delivery location in the master file.
5. **Locate the "Stacked Accounts"** and verify the location for each "Stacked Account" - there should only be one tank at each physical location. Drag and drop each stacked accounts to the correct location and then save the new location(s) to the master file. A "Stacked Account" is an account that is at the same physical location as another account.

Perform steps 1, 2, 3, 4, and 5 for each route, one route at a time.

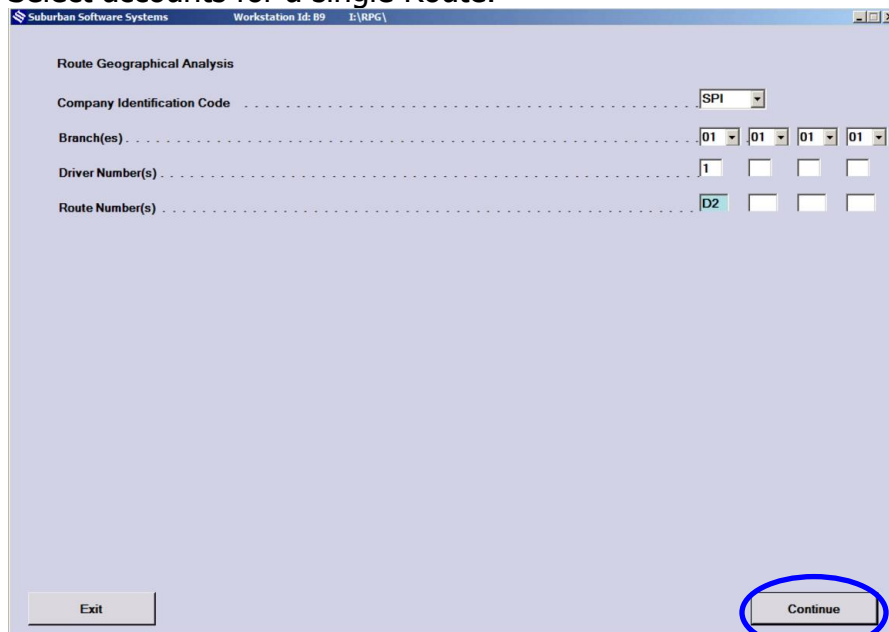
1. Create the Unmatched Account Report and Update the Database.

The mapping module will take a few minutes to identify, where possible, locations and place accounts as push pins on a map. Accounts not found will not be on the map but identified by the system as "Unmatched". Run a report to determine which accounts are unmatched and use the list to update delivery addresses in the Suburban database.

- a. Select **Route Geographical Analysis** from the **Mapping Menu**.

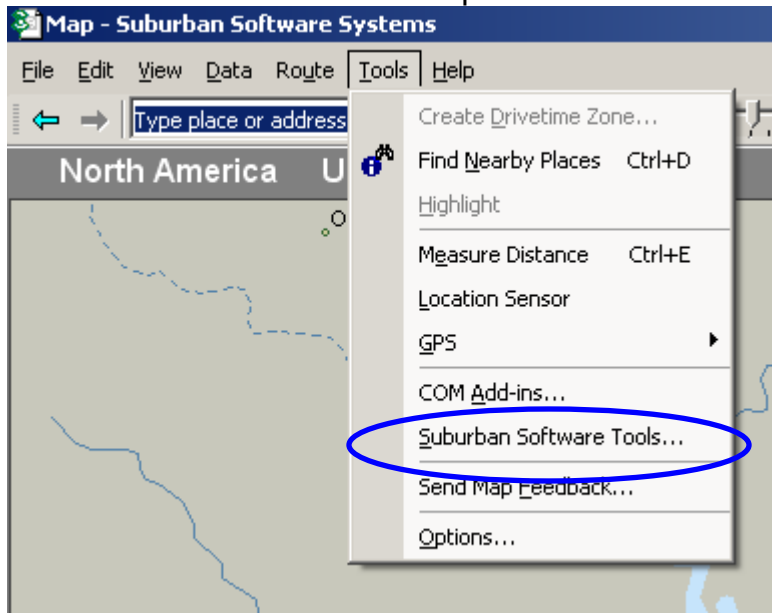


- b. Select accounts for a single Route.

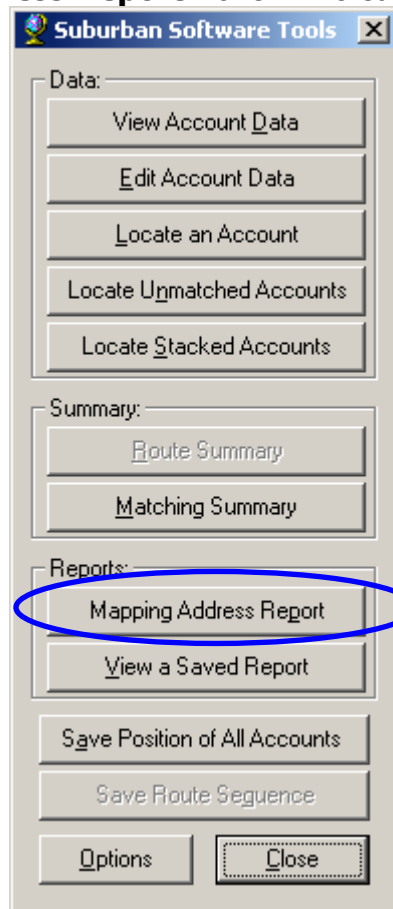


- c.

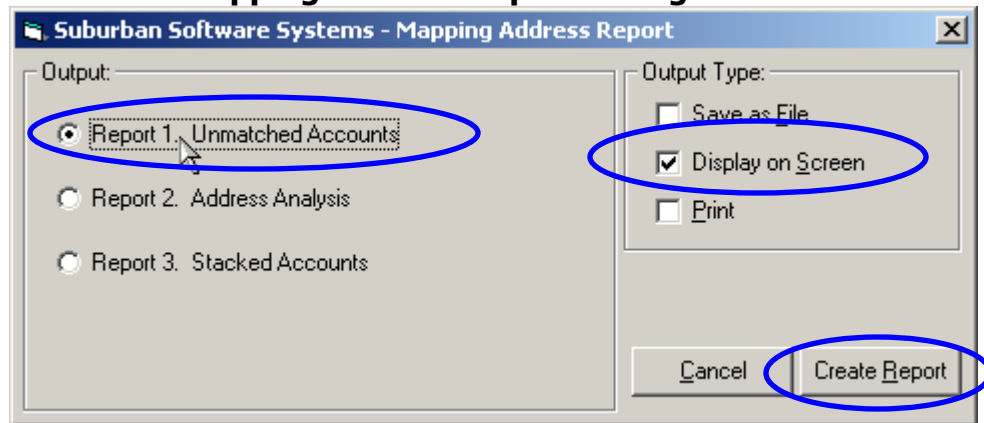
After the mapping module displays the map, select **Suburban Software Tools** from the **Tools Menu** in MapPoint.



d. Select **Mapping Address Report** - this will create the report.

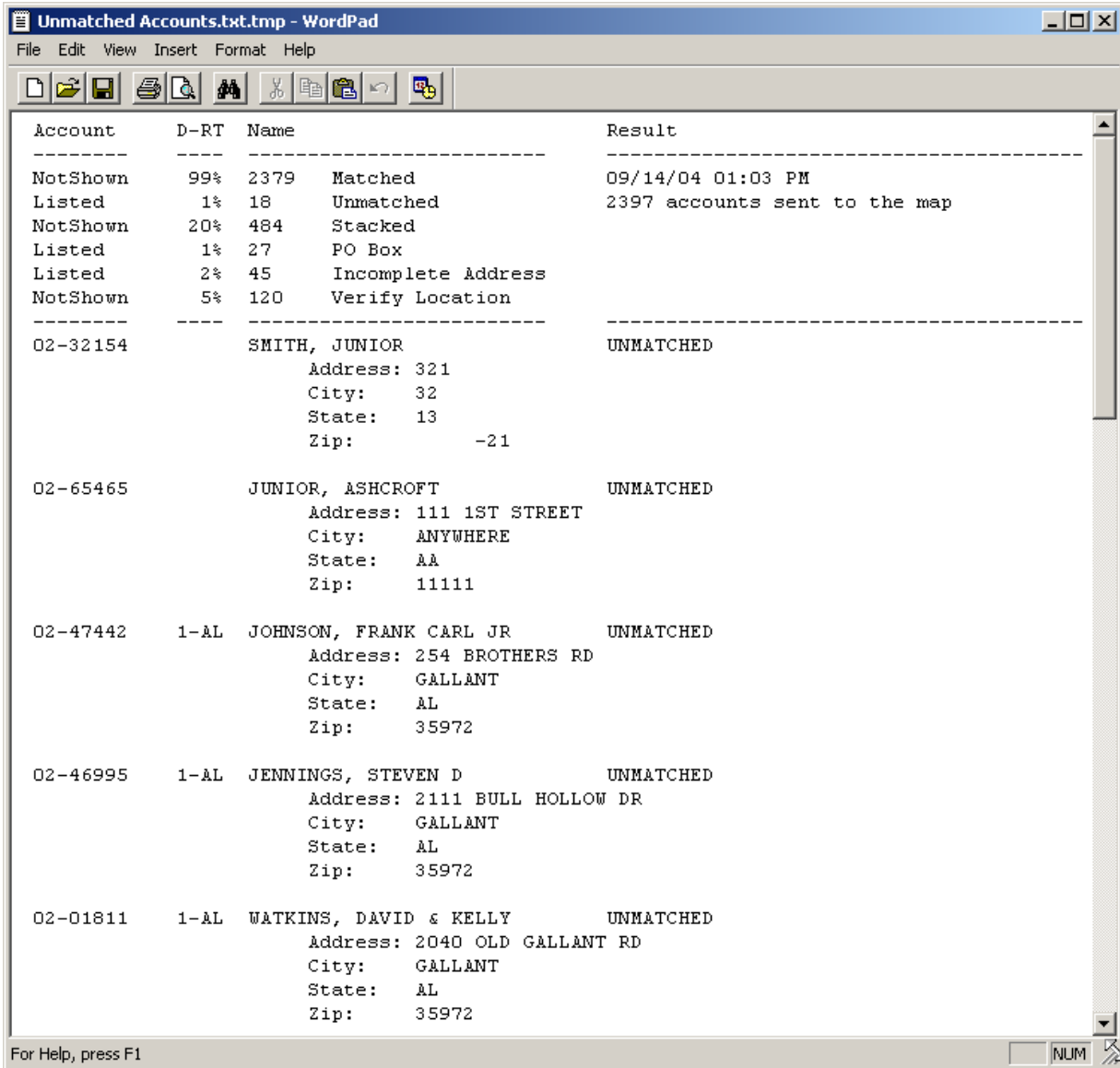


i. Mapping Address Report Dialog

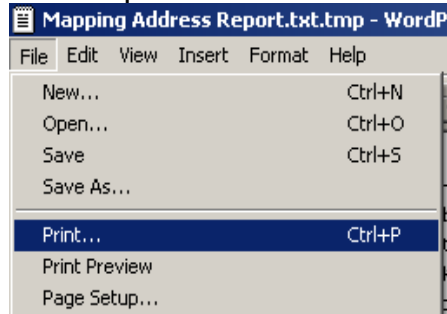


1. Select **Report 1: Unmatched Accounts** – Unmatched accounts will be listed on the report.
2. Select **Display on Screen** - the mapping module will display the Mapping Address Report on the screen in Microsoft Windows WordPad for viewing. (a sample report is shown on the next page).
3. Select **Create Report** – The report will be shown on the screen and should be used to update or correct delivery addresses.

4. A sample **Unmatched Account Report** of what would be shown on the screen.



ii. To print the report select the **File** menu then select **Print**.



iii. Exit Microsoft MapPoint and return to the Propane System.

e. Update the Database

Use the **Unmatched Account Report** to correct or revise existing delivery addresses, or where necessary add new delivery addresses within the Suburban Software database.

On some accounts it will be obvious why the mapping module couldn't identify a matching address. For example, the mapping module will not match:

PO Boxes

Rural Route addresses

Vague addresses such as "#2 Joes trailer park"

There will be addresses with no apparent discrepancy - skip over those accounts for now.

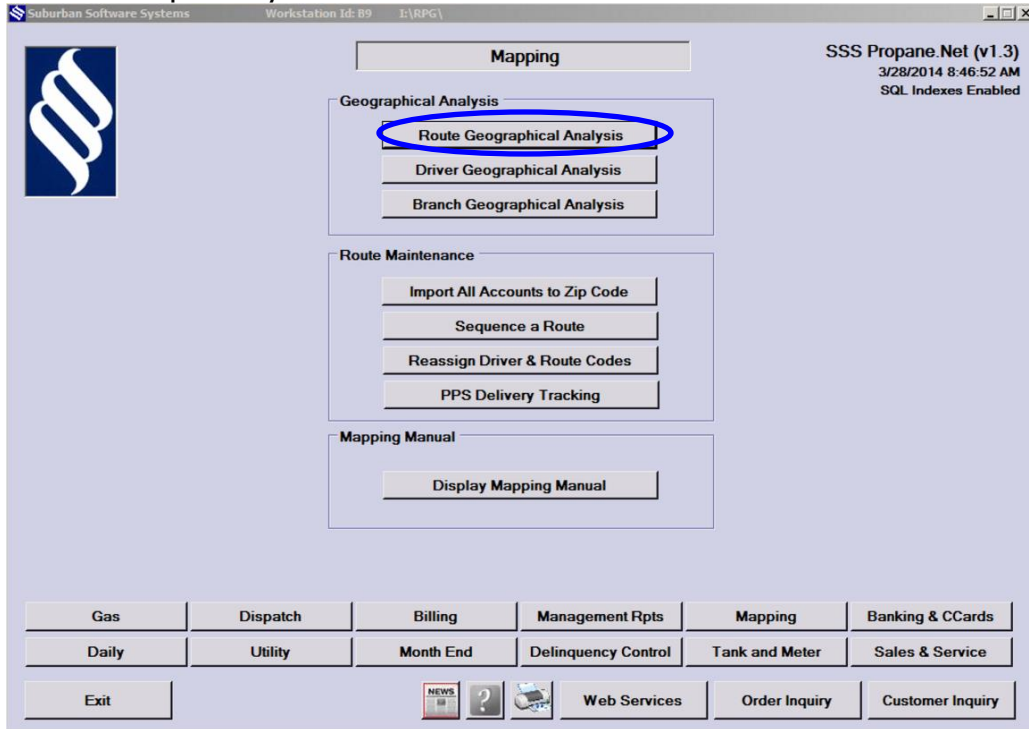
Addresses can be updated using either of the following two methods:

1. Use the mapping module to update or enter delivery addresses.
2. Use the Master File in the Suburban Software to update or enter delivery addresses.

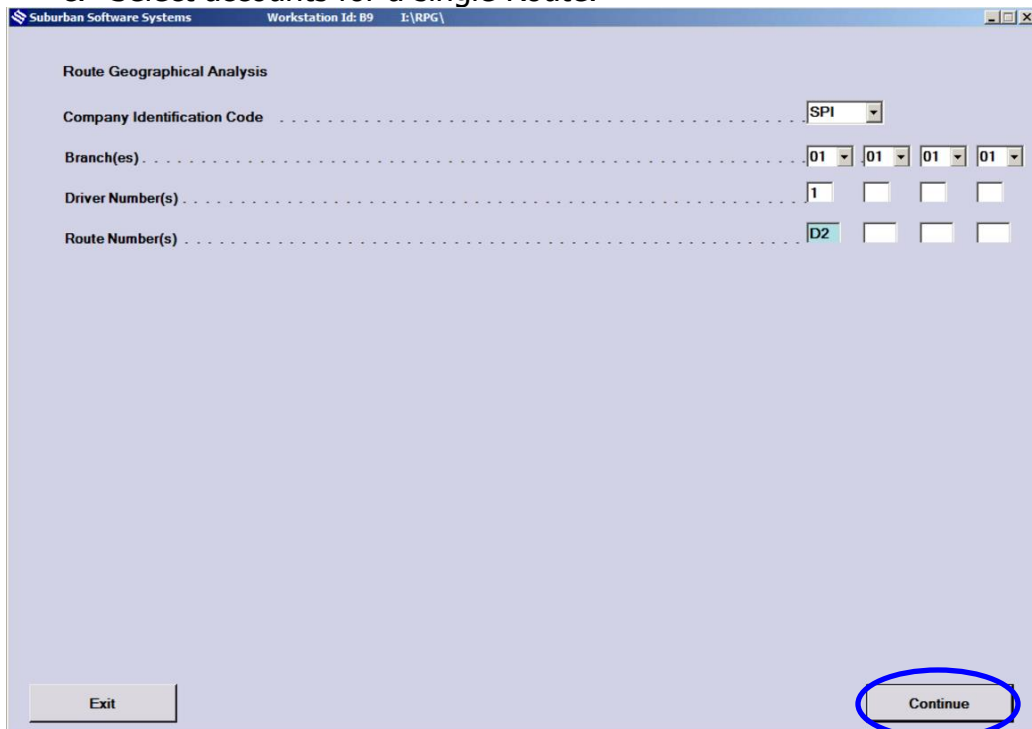
When a single Driver or Route are specified the symbols will be based on the current inventory of gas in the tank.

1. Use the mapping module to update or enter delivery addresses

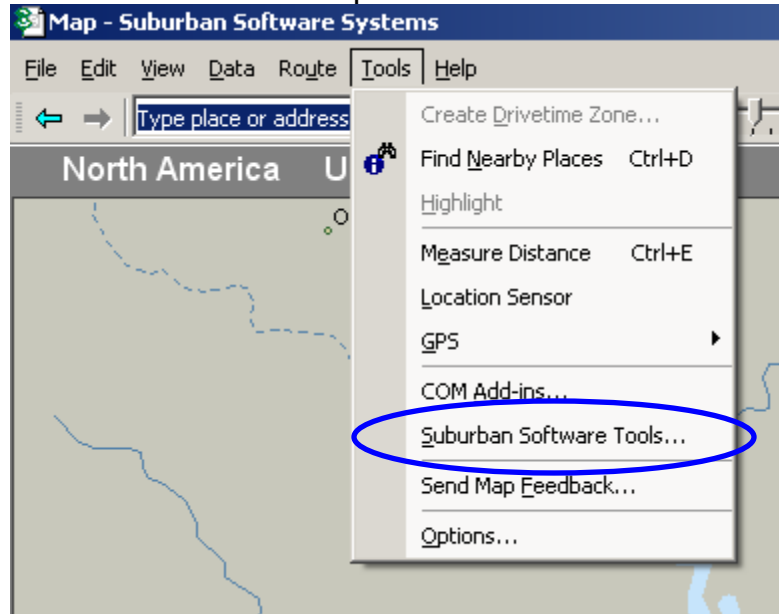
b. Select **Route Geographical Analysis** from the **Map Menu** in the Propane System.



c. Select accounts for a single Route.



1. Update the accounts with correct addresses.
 - i. Select **Suburban Software Tools** from the **Tools Menu** in MapPoint.



- ii. Select **Edit Account Data** from Suburban Software Tools.

 A screenshot of a dialog box titled "Suburban Software Systems - Select an Account to Edit". It contains a table with the following columns: Branch, Account, Driver, Route, Sequence, Type, TankSerial, and Name. The table lists 266 accounts, sorted by Account Number. The visible rows are as follows:

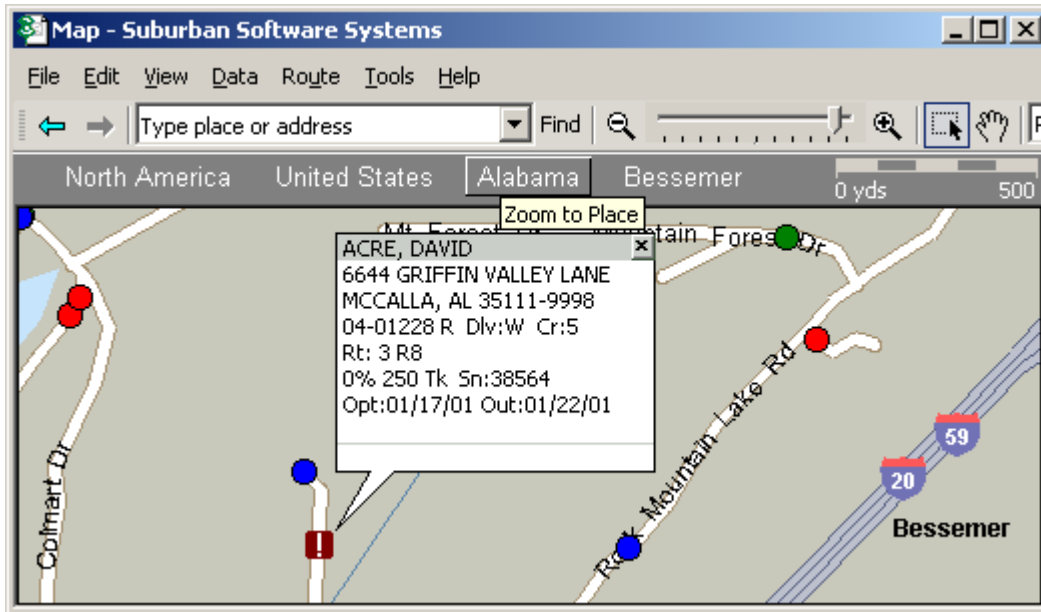
Branch	Account	Driver	Route	Sequence	Type	TankSerial	Name
04	02119	1	OG		R	A-40936	WEST, REGINA L.
04	02348	1	OG	9150		201445	ALLMAN, JOSEPH S.
04	02569	1	OG	9051	R	38451	ALLEN, JOHN
04	03301	1	OG		R	A-40631	ARLEDGE, KATHERINE
04	03360	1	OG		R	21652338	ARMSTRONG, FRED
04	03379	1	OG		R	A-46895	ARMSTRONG, FRED
04	03387	1	OG		R	216157-479	ARMSTRONG, FRED
04	03395	1	OG				ARMSTRONG, FRED
04	03409	1	OG		R	A-92455	ARMSTRONG, FRED
04	03417	1	OG		R	B-00527	ARMSTRONG, FRED
04	03425	1	OG		R	215990-859	ARMSTRONG, FRED
04	03441	1	OG		R	7578	ARMSTRONG, RALPH
04	03948	1	OG	9727			ATCHISON, BILLY
04	04146	1	OG				BACCUS, DORA
04	04227	1	OG		R	4144	BAILEY, DANIEL

 At the bottom of the dialog box, it says "266 accounts: Sorted by Account Number" and there is a "Close" button.

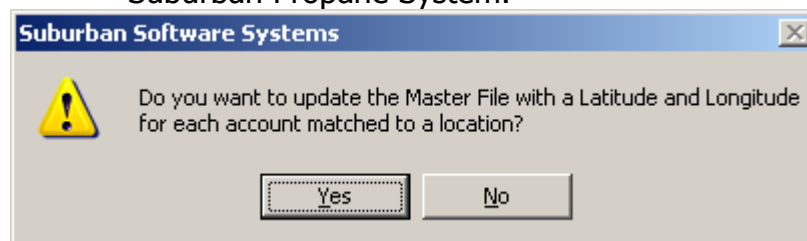
- iii. For each account being updated, click on the row in the table to select the Account to be edited.

- iv. If the new address is to be saved as the Delivery Address in the Master File, select **Delivery Address** - or if the address to be saved is the Mailing Address then select **Mailing Address**.
- v. When all necessary changes have been made for the address select **Save**. A progress bar will be displayed with the account information is being saved.

- vi. The data will be saved and the symbol for the address on the map will be changed to indicate the account has been edited.



- 2. **When all addresses have been edited, exit the mapping software.** The master file will be updated with the new address.
- 3. To exit the Mapping Module, select Close in the Suburban Software Tools, then click the "X" in the upper right-hand corner of MapPoint to close the mapping software and return to the Suburban Propane System.



- i. If YES is selected all of the account positions on the map will be saved to the Customer Master file.
- ii. If NO is selected all changes to customer locations will be discarded and the Customer Master File will NOT be updated.

2. Use the Master File in the Suburban Software to update or enter delivery addresses

Another method for editing the Delivery Address is to update the master file in the Propane System. Select **Update Master File** from within Customer Inquiry, or select **#2 Update Master File** from the **Daily Menu**.

- a. The Delivery Address fields are located in the lower right of the first screen. They include Delivery Address, City, State, and Zip Code.

The screenshot shows a software window titled "BS Session" with the following fields and data:

Your Company Name, Inc.		Balance	
Account Number...	04 03344 R	Started	12 1991
Account Status...	A		
Name(Last, First)	APAC ALA INC.		
Street Address...	PO BOX 818		
City State Zip	BIRMINGHAM AL	35201	Zip +4 0818
Area & Phone #	205 2523456		
Current		\$.00	
Over 30			
Over 60			
Over 90			
Over 120			
Total:			

Cr	Div	Tax	Use	Dr	Rt	RtSeqn	# of	TkSize	Tank Serial	TkTyp	PC	UI
3	W	11	1	1	IN		1	1000	216197-167		4	

Type	F/C	Price Class				Stat/Invc	Terms	O/B	Bat Rate	Bat Balnce	CrLimit
I		A	B	C	R	I			(7.2)	(9.2)	(7.0)
Directions											
Line 1	Co. 269 to Chevron Sign-										
Line 2	XRR to coal yd-strait on										
Line 3	Atwood Ferry Rd.1st rd TL										
Line 4	where Gen Oil was-go thru										
Line 5	gates- FULL on 70%										

GI/DD	GI/Day	Lock	Prv	DD	Master	Sls	Rt
(5.2)	(5.1)	(U/R)	Pct	Base	Account	man	Bk
00048	00000		80	65			

Extra Name Line: _____

Street 2420 ATWOOD FERRY RD.
 City/St/Zip MULGA

F7 = Exit ENTER

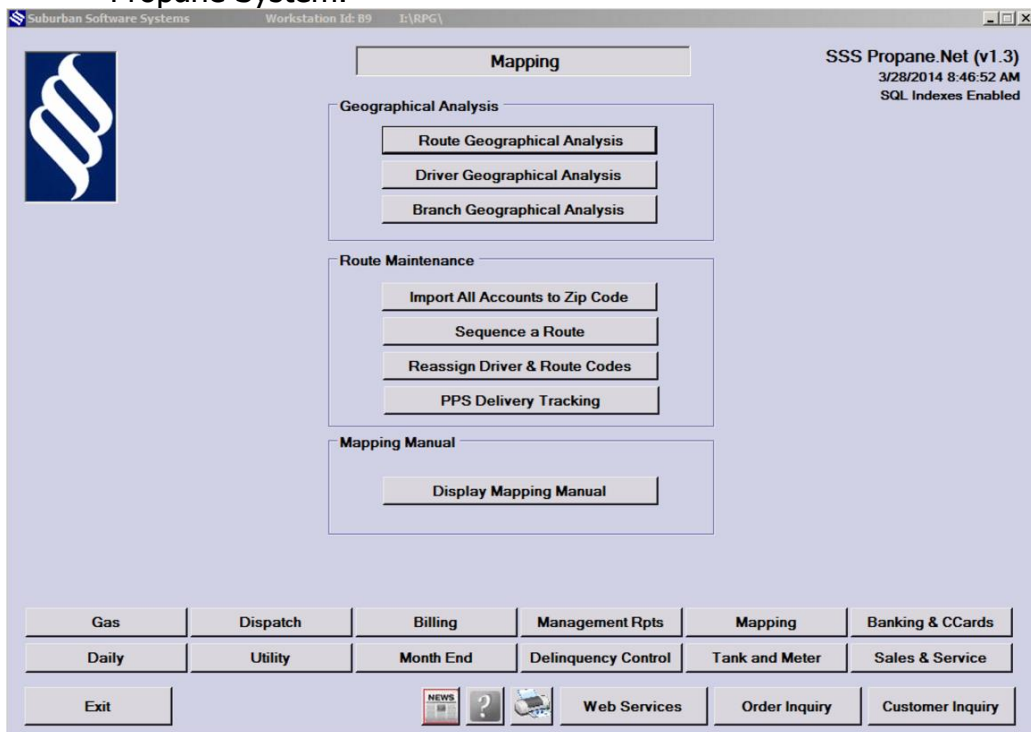
- b. Repeat these steps (using either the Master File or the Edit Account screen in the mapping software) to update every account.
- c. This should be done one Route at a time until all accounts are updated.

2. Locate the “Unmatched Accounts”

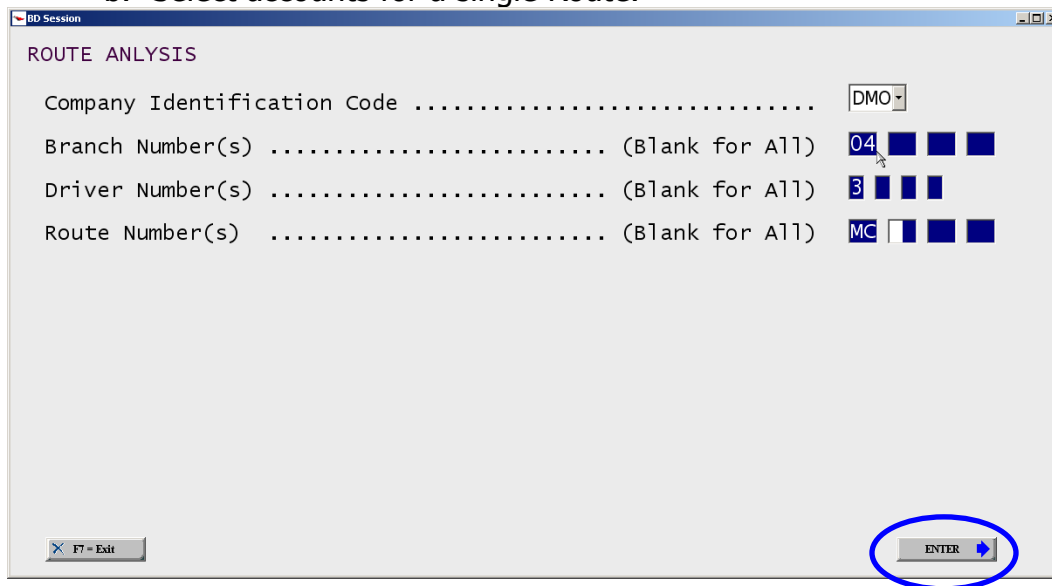
After creating the Unmatched Account report and Updating the database, there will still remain accounts that cannot be located by street address. Many of these may be because the mapping product knows the street but does not recognize the street number.

To place or locate these accounts it is recommended that you work with small groups – i.e. one route at a time.

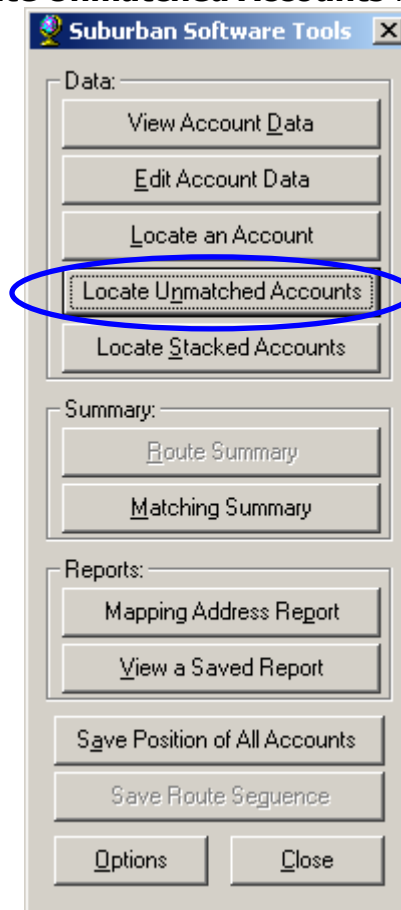
- a. Select **Route Geographical Analysis** from the **Map Menu** in the Propane System.



b. Select accounts for a single Route.



c. Select **Locate Unmatched Accounts** from the Suburban Tools.



- i. This will display the **Select an Unmatched Account to Locate Screen.**

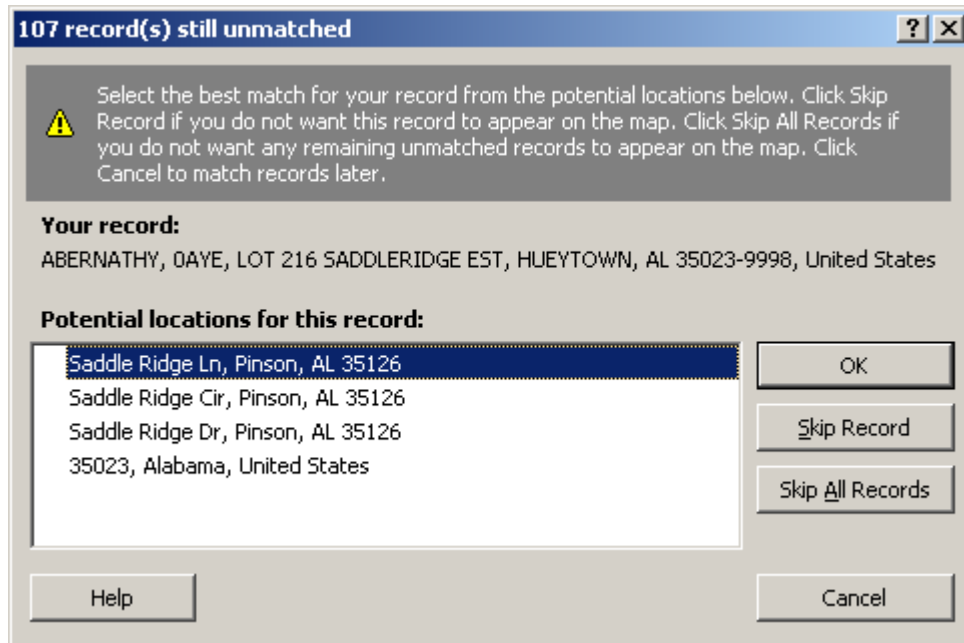
Branch	Account	Driver	Route	Sequence	Type	TankSerial	Name
04	08362	1	OG	9139	R	A-53639	BLANKENSHIP, J
04	13447	1	OG		R	A-94386	BURRAGE, PAT
04	17965	1	OG		R	158518	COLEMAN, KEVI
04	21652	1	OG	9998	R	38397	CUNNINGHAM, I
04	25321	1	OG				DRAKE, SR. C. T
04	29289	1	OG	3742	R	70246	GILBERT, RAND
04	31453	1	OG				GILBERT, ROGE
04	37591	1	OG		R	A-44822	HASKETT, ANN
04	40770	1	OG				HINDMAN, LARF
04	42005	1	OG	7162			HOPE, JULIUS
04	42544	1	OG		R	B-03509	HOWE, SHELIA
04	44725	1	OG	9193	R	215073-134	HYCHE, ASTEL
04	44806	1	OG	9193			HYCHE, LANE

18 accounts: Sorted by Account Number

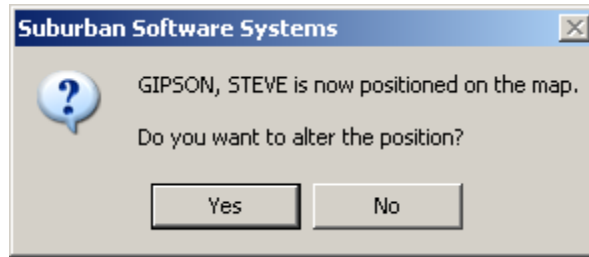
Close

- d. For each account to be located, click on the row in the table to select the Account.

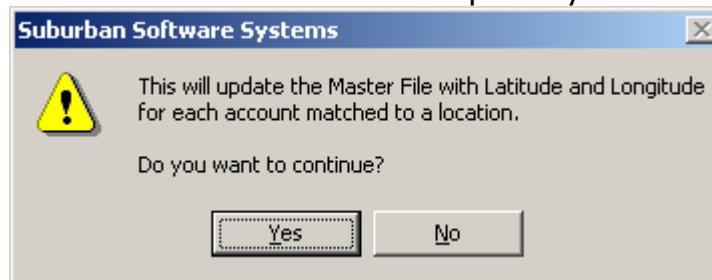
- a. If the selected address could not be found on the map (even if the address is valid), a dialog will be displayed that will allow the operator to select from a list of address that may or may not be valid.



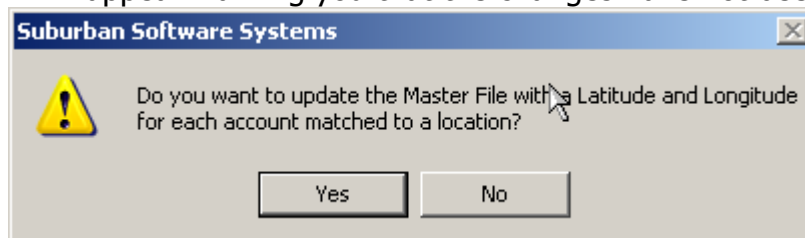
- e. If any of the Potential Locations match the customer record then simply click on that address and select **Ok**.
- f. If none of the Potential Locations match the customer record then select **Cancel** – this customer will have to be matched by a later step (see Step 4 – **Match the Remaining Unmatched Accounts**).
 - a. This customer will remain in the list of unmatched accounts.
- g. Depending on the address selected, the account will be positioned on the map, or "**Manually Matched**". A prompt will be displayed that will allow the map to be redisplayed and the manually matched account to be repositioned.



- a. If you know (or somebody else in the office knows) the correct location of the customer, and the customer is NOT shown at that location then **select YES to open the map to Drag and Drop the account** to the correct location.
 - b. If you do NOT know the correct location then **select NO to go back to the list** of Unmatched Accounts.
- h. Repeat these steps until all Unmatched Accounts from the Unmatched Account Report have been matched.
- i. Save the position of the accounts that were matched to the map.
- a. Select **Suburban Software Systems Tools** from the **Tools Menu** in MapPoint.
 - b. Select the option to **Save the Position of All Accounts**. This will update the master file with the position of all accounts and the mapping software will shutdown automatically. A prompt will be displayed warning you that the changes are to be saved to the Suburban Software Propane System database.



- j. If you exit the software without saving the account locations, a prompt will appear warning you that the changes have not been saved:



NOTE: The above steps should be repeated for every Route until every account that can be matched to a street address has been matched.

NOTE: At any time, to view the number of matched and unmatched records in all Datasets, select **Matching Summary** from the **Suburban Software Systems Tools**.

The screenshot shows a window titled "Suburban Software Systems - Matching Summary". Inside the window is a table with the following data:

Symbol	Dataset	Records	Matched	Unmatched	Skipped
	Branch Records by Address	2	2	0	0
	Company Records by Address	1	1	0	0
	Driver by Address	1	0	1	0
	Driver by Lat/Long	9	9	0	0
	Driver 0 by Lat/Long	1	1	0	0
	Driver 1 by Address	159	26	133	0
	Driver 1 by Lat/Long	751	751	0	0
	Driver 3 by Address	134	24	110	0
	Driver 3 by Lat/Long	825	825	0	0
	Driver 4 by Lat/Long	1	1	0	0
	Driver 9 by Lat/Long	1	1	0	0
	Total Customer Records -->	1882	1638 (87%)	244	0

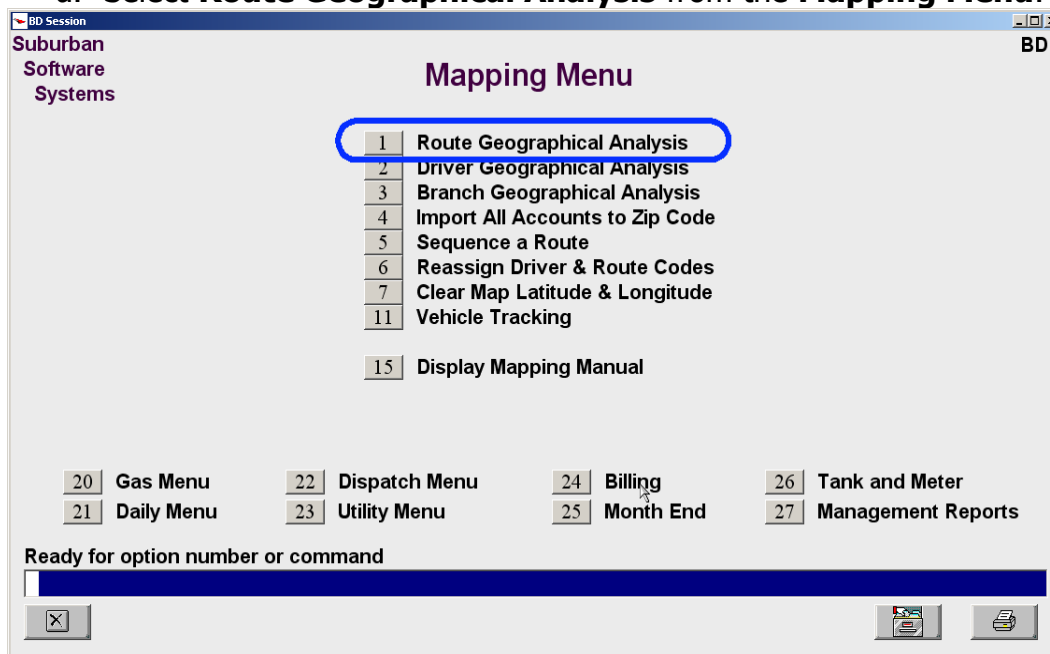
At the bottom right of the window is a "Close" button.

3. Create the Address Analysis Report and Update the Database.

The mapping module will take a few minutes to identify, where possible, locations and place accounts as push pins on a map. Accounts not found will not be on the map but identified by the system as "Unmatched".

Run a report to determine which addresses need to be updated in the Suburban database.

a. Select **Route Geographical Analysis** from the **Mapping Menu**.



b. Select accounts for a single Route.

BD Session

ROUTE ANALYSIS

Company Identification Code DMO

Branch Number(s) (Blank for All) 04

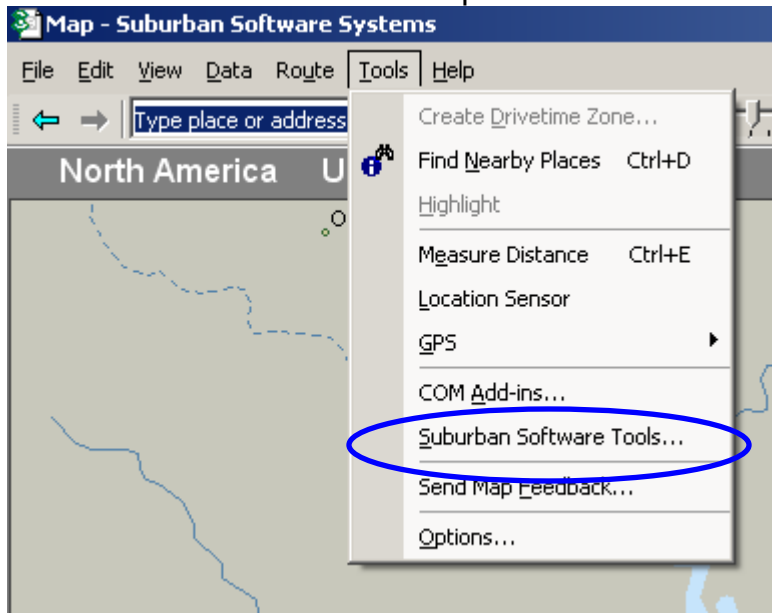
Driver Number(s) (Blank for All) 3

Route Number(s) (Blank for All) MC

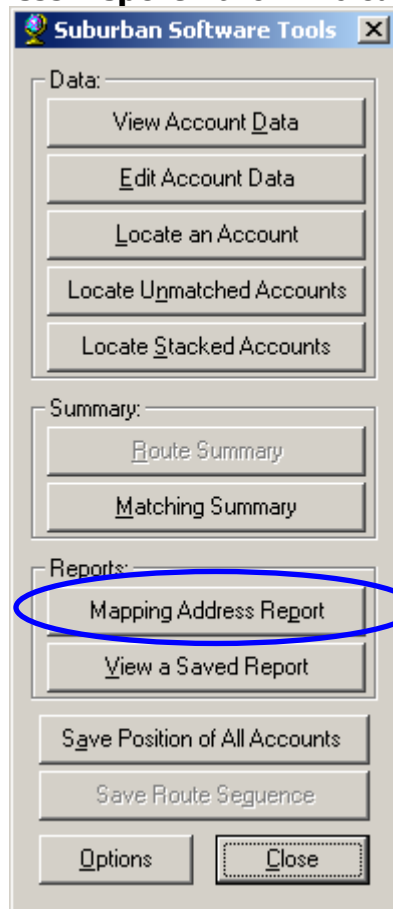
F7 - Exit

ENTER

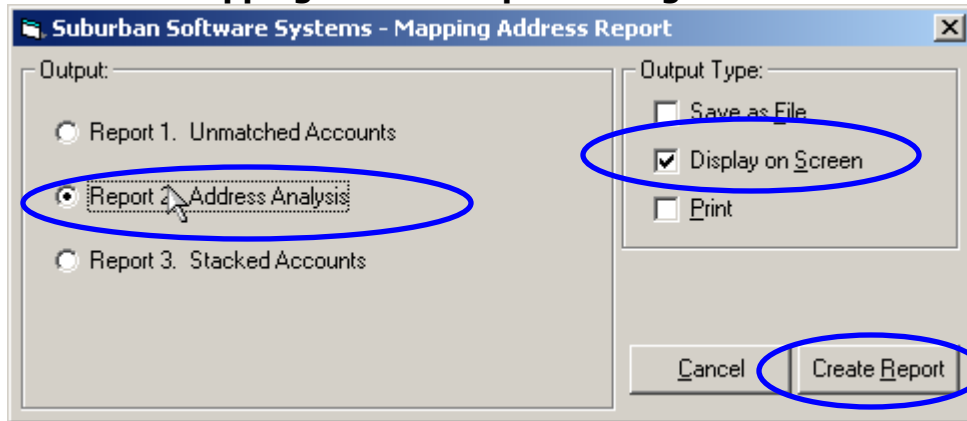
- c. After the mapping module displays the map, select **Suburban Software Tools** from the **Tools Menu** in MapPoint.



- d. Select **Mapping Address Report** - this will create the report.

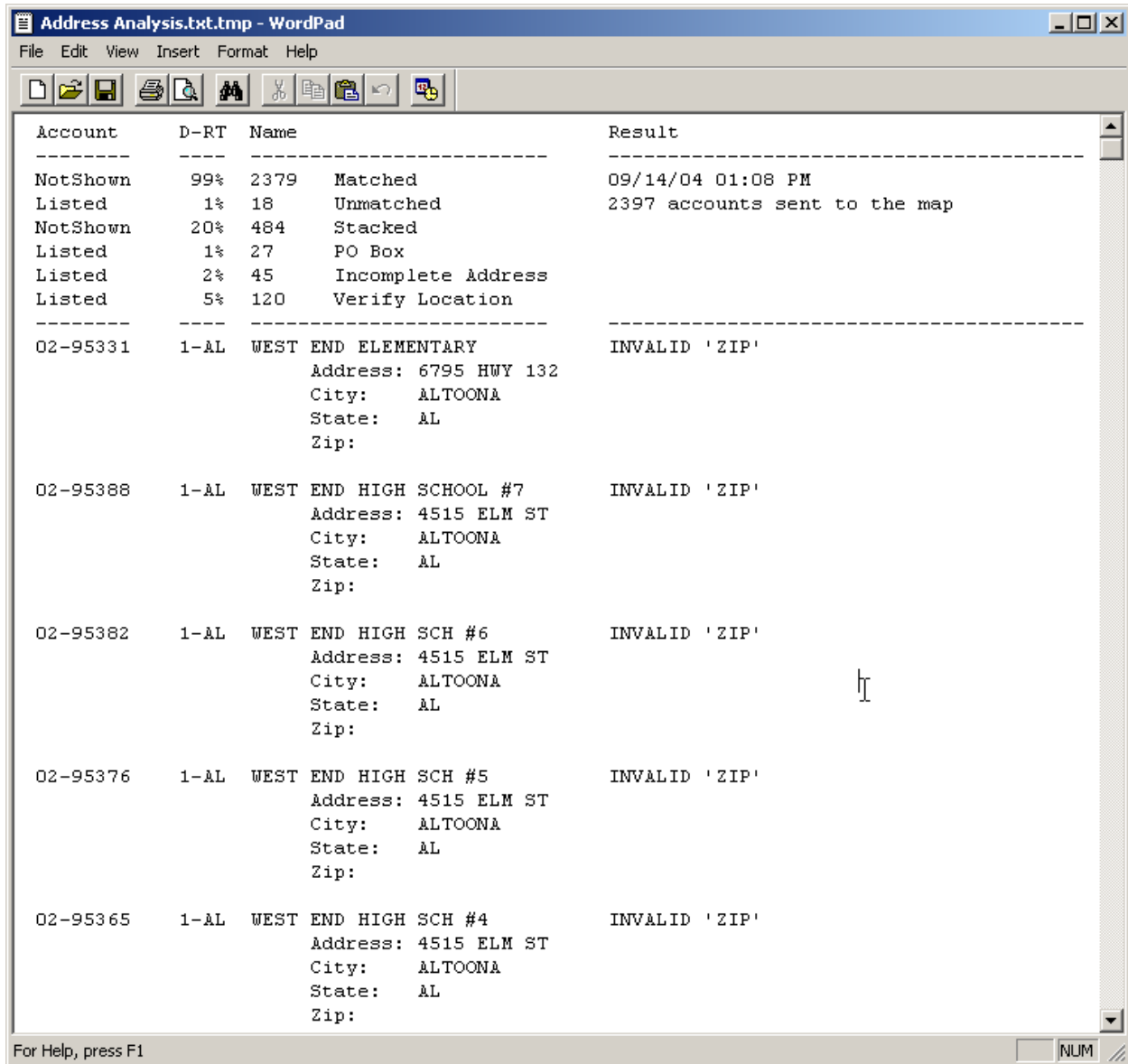


i. Mapping Address Report Dialog

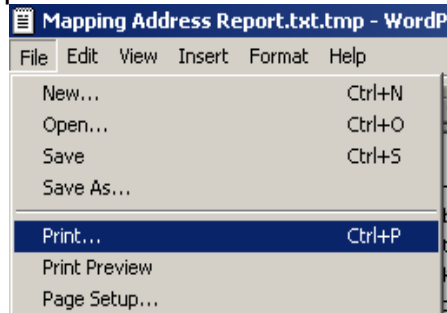


1. Select **Report 2: Address Analysis** – Accounts with possible invalid addresses will be listed on the report.
2. Select **Display on Screen** - the mapping module will display the Mapping Address Report on the screen in Microsoft Windows WordPad for viewing. (a sample report is shown on the next page).
3. Select **Create Report** – The report will be shown on the screen and should be used to update or correct delivery addresses.

4. A sample **Address Analysis Report** of what would be shown on the screen.



e. To print the report select the **File** menu then select **Print**.



f. Exit Microsoft MapPoint and return to the Propane System.

g. Update the Database

Use the **Address Analysis Report** to correct or revise existing delivery addresses, or where necessary add new delivery addresses within the Suburban Software database.

Addresses can be updated using either of the following two methods:

1. Use the mapping module to update or enter delivery addresses.
2. Use the Master File in the Suburban Software to update or enter delivery addresses.

When a single Driver or Route are specified the symbols will be based on the current inventory of gas in the tank.

4. Match the Remaining Unmatched Accounts

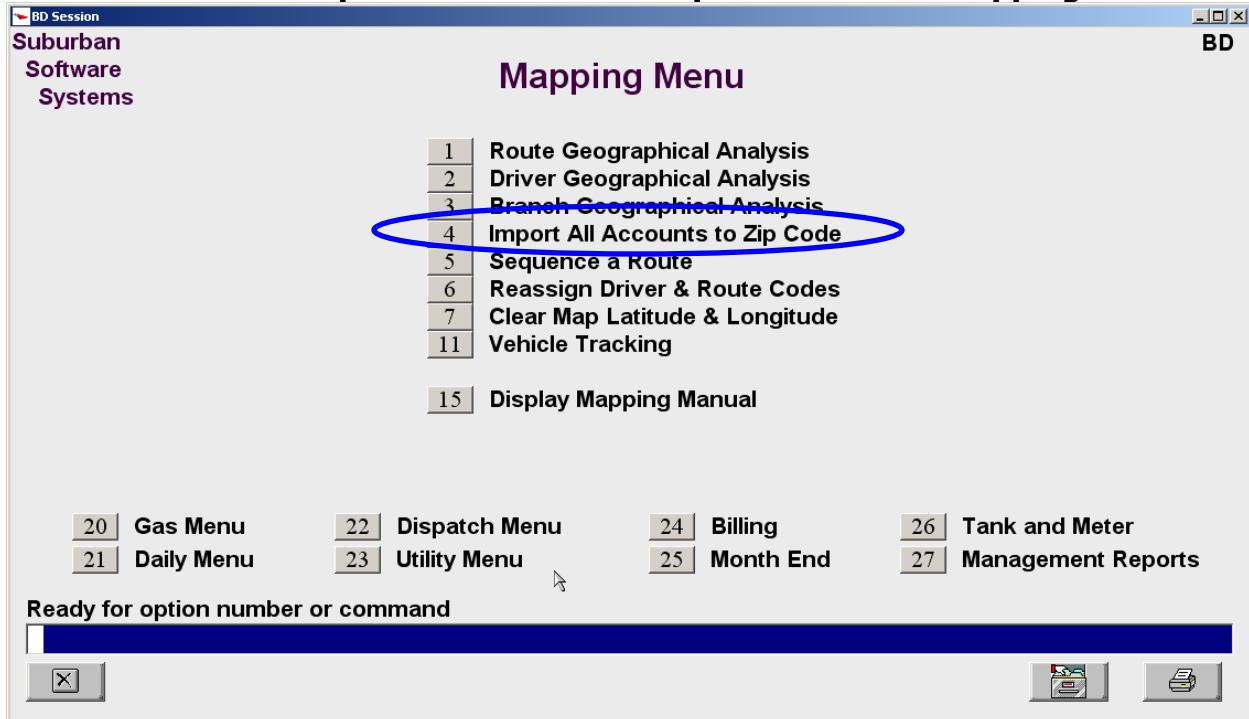
Match the Remaining Unmatched Accounts by any combination of the following methods:

- **Use the Portable Propane System (PPS) with the GPS Device to record the latitude and longitude of the delivery location** and automatically update the customer master file.
- **Use a handheld GPS receiver to record the latitude and longitude of the delivery location** on the ticket and manually update the delivery location in the master file.
- **Import "Unmatched Accounts" to the Zip Code, "Drag and Drop" the account to the proper geographic location**, and finally save the new location(s) to the master file. (Explained in this Users Guide on the next few pages)

A. Import Unmatched Accounts to Zip Code

The quickest method for making all accounts that cannot be matched to Street Address is to use **Import Unmatched Accounts to Zip Code** in the Propane System from the **Map** Menu.

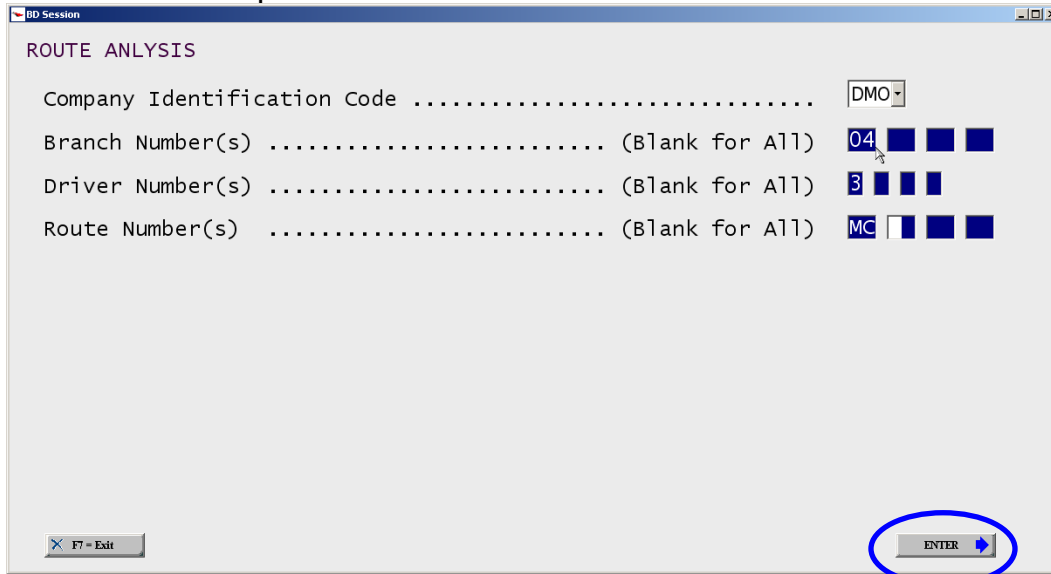
h. Select **Import All Accounts to Zip Code** from the **Mapping Menu**.



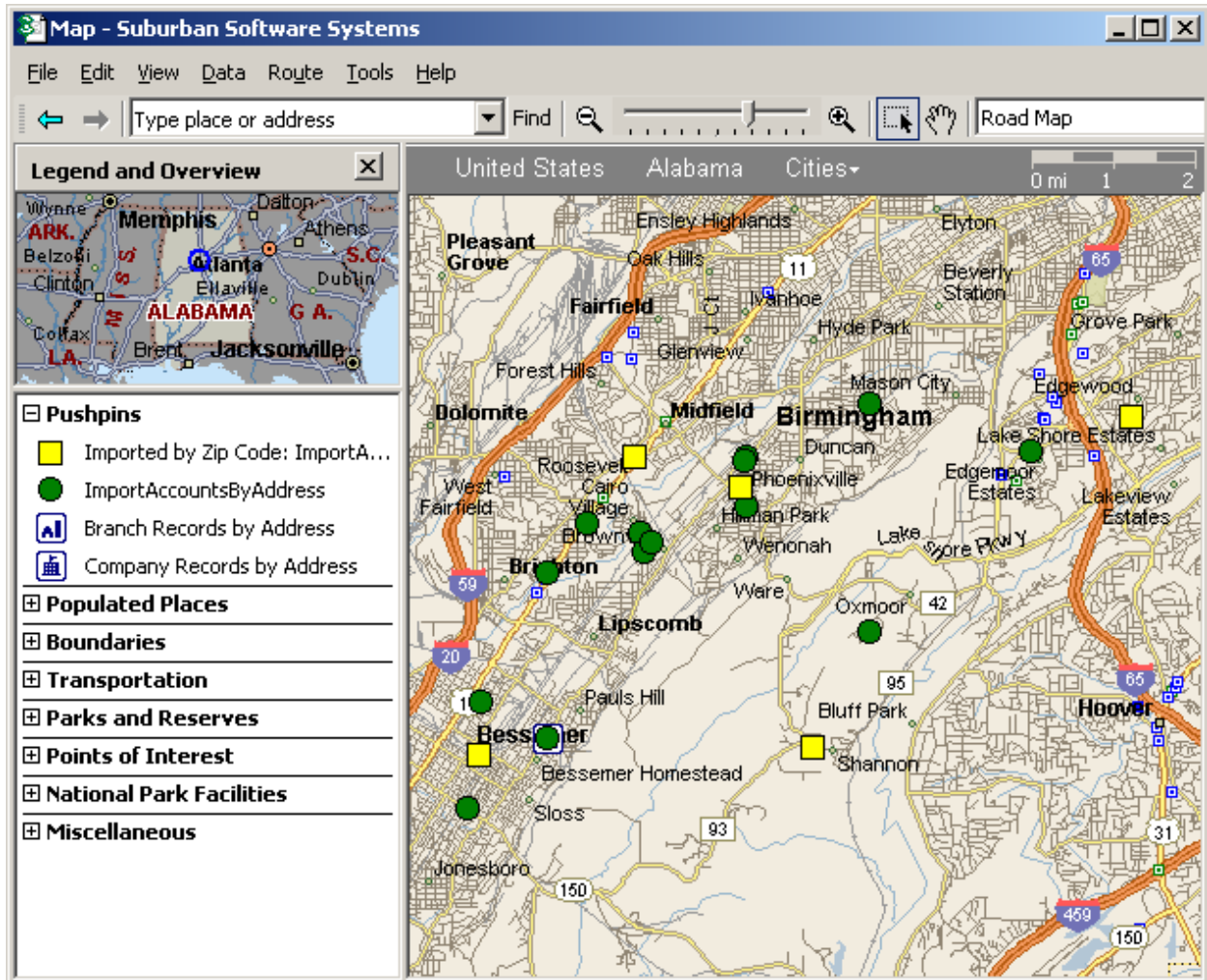
NOTE: This option is provided as a means to quickly match all records to the map; however, every account so matched will appear at the center of the zip code region.

IMPORTANT: This step requires that each of these accounts be manually moved to the correct location before saving the positions.

- i. Select a single Branch, Driver, and Route to import by Zip Code.
 - i. NOTE: If more than 500 accounts are sent to the mapping software for importing by zip code, **none** of the accounts will be imported.

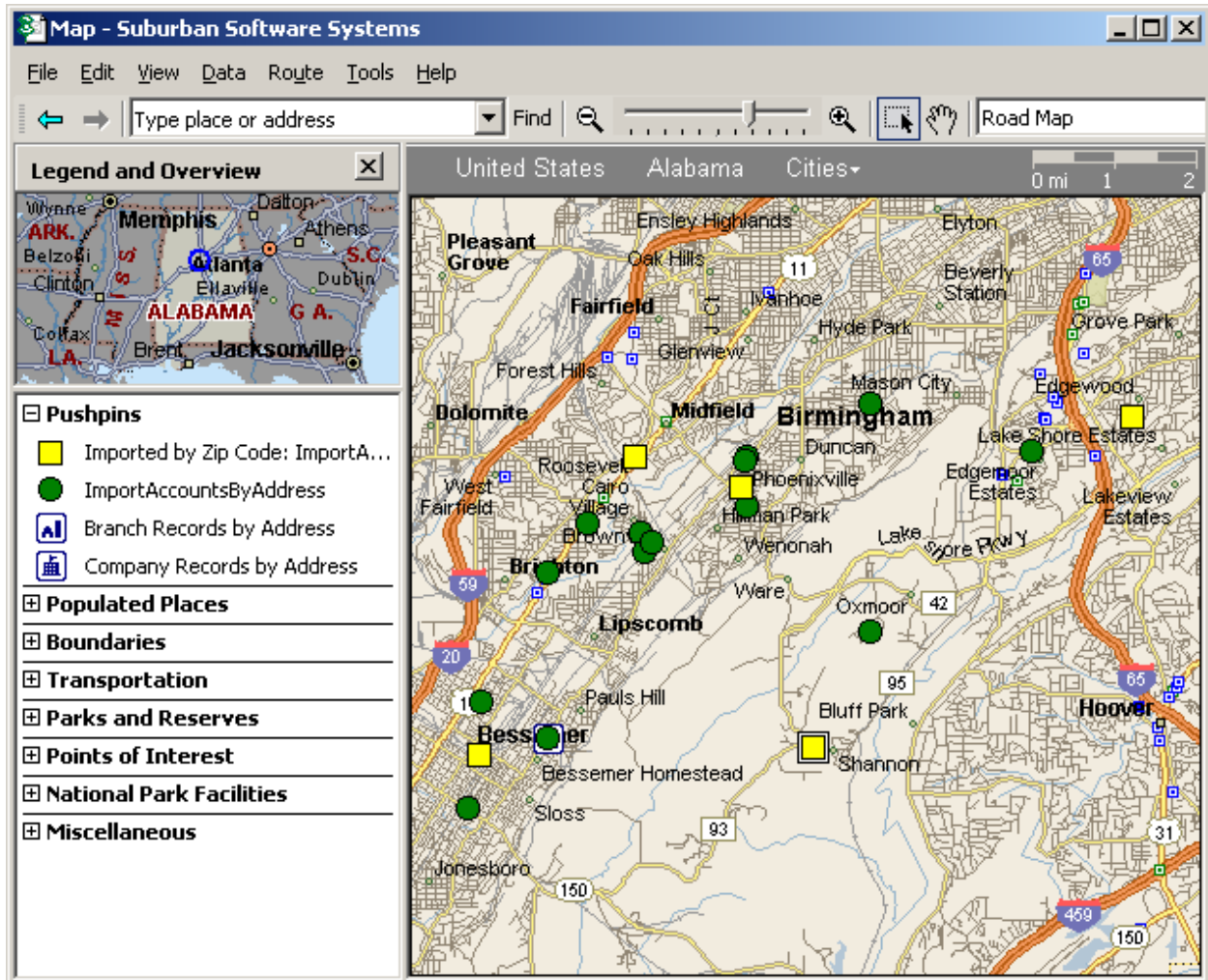


- j. The accounts will be mapped with two different symbols:
 - i. Yellow Squares indicate and account that was imported to the center fo the Zip Code – each of these accounts should be moved to their correct location.
 - ii. Green Circles indicate and account that was previously matched to the map – they should already be in the correct location (however if they are not in the correct location they may be moved as well).
- k. An example of the map with the Unmatched Accounts Imported to the Zip Code is shown on the next page.

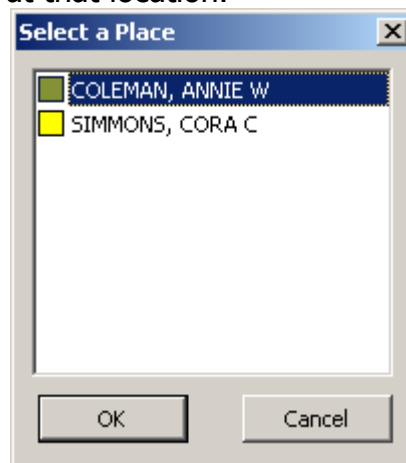


- A. Each record that was imported by Zip Code (a Yellow Square) should be moved to the correct position on the map.
- B. Symbols on the map:
 Matched records = Green Circle
 Unmatched records = Yellow Square

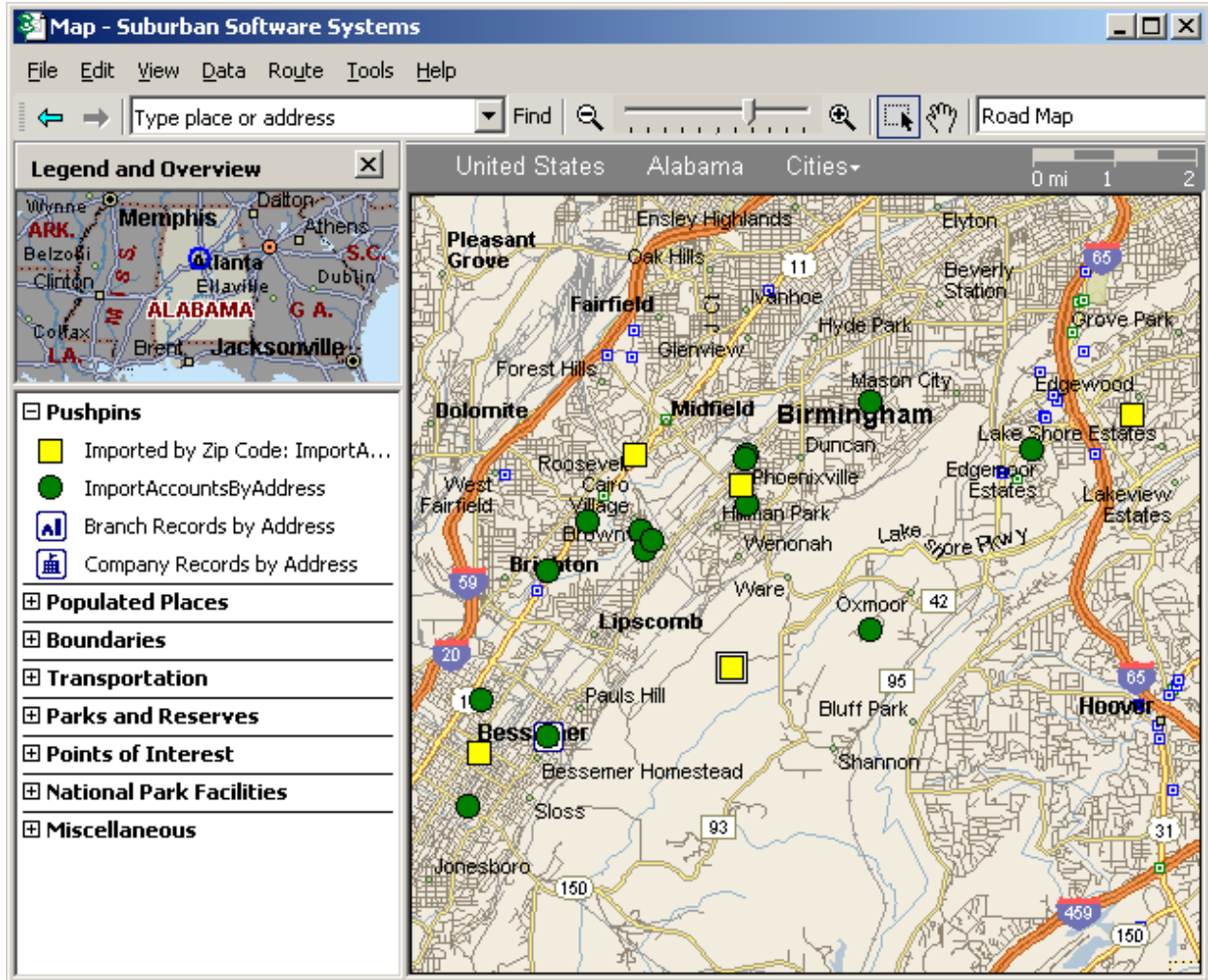
- f. To move an account to a new position:
A. Click on the account to activate it



- B. Select the desired account from the dialog if multiple accounts are at that location.

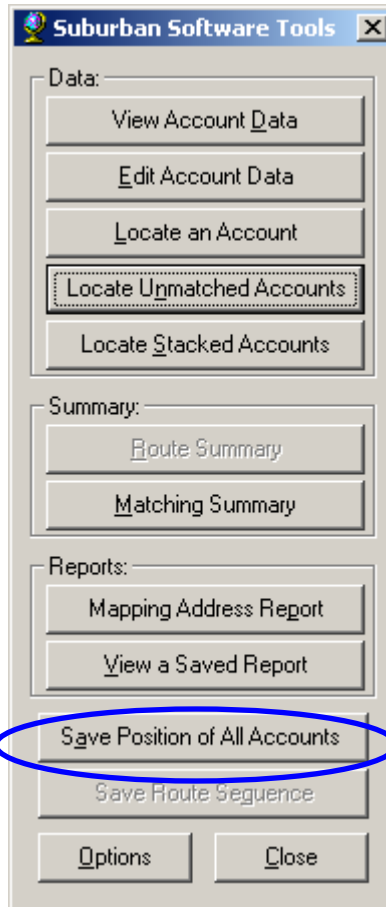


C. Once the account is selected, click and drag the account to the correct location.

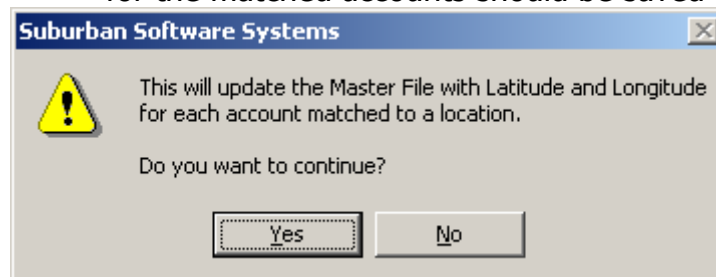


D. Repeat these steps for every yellow square until all accounts imported by Zip Code are in the correct location.

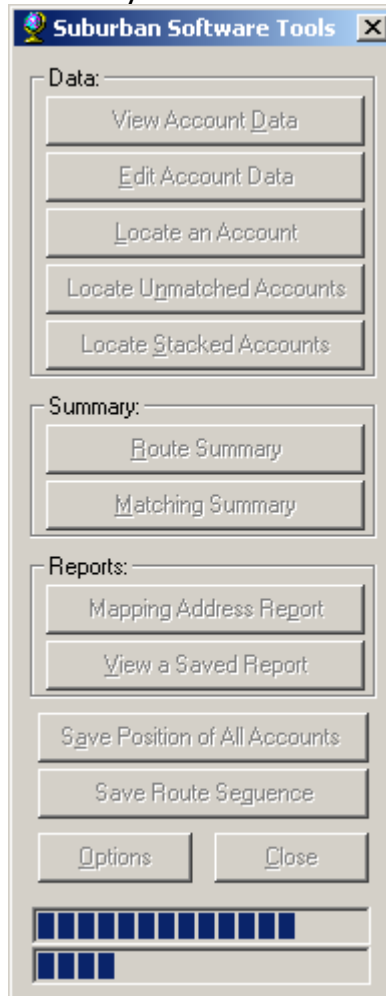
- g. Save the position of the accounts that were matched to the map.
- A. Select **Suburban Software Tools** from the **Tools Menu** in MapPoint.
 - B. Select **Save Position of All Accounts**. This will update the master file with the position of all accounts and the mapping software will shutdown automatically.



- C. A prompt will appear to verify that the Latitude and Longitude for the matched accounts should be saved to the master file.



- h. The software will save the latitude and longitude for each matched account to the master file and then will return to the Suburban Software automatically.



5. Locate the “Stacked Accounts”

After updating all customer addresses and placing each customer in the correct location there may still be accounts that are in the wrong location.

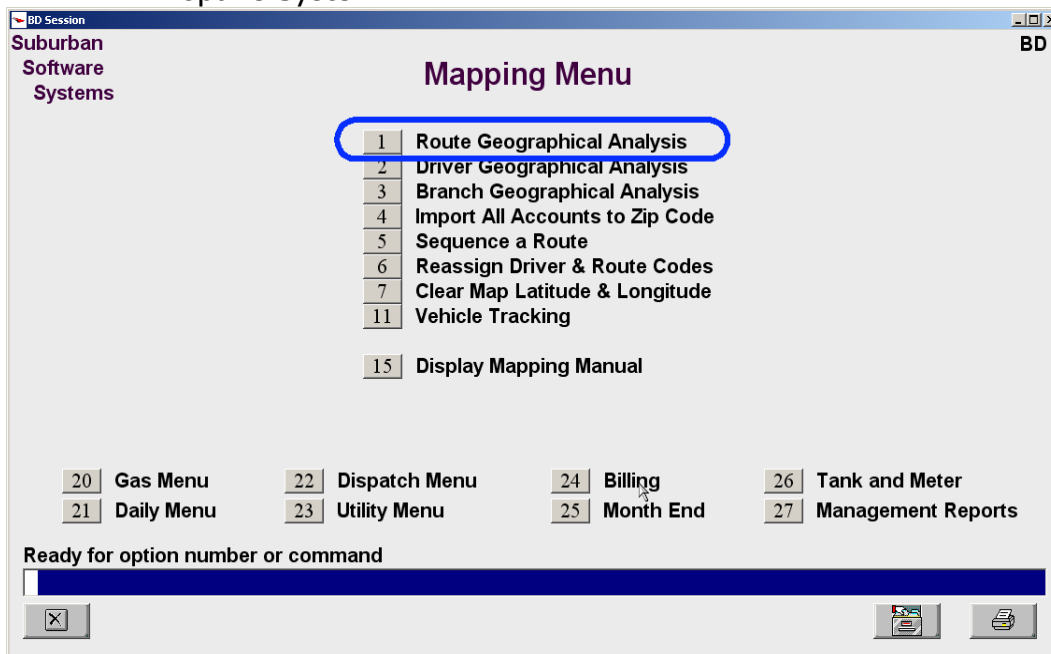
If the street database doesn't have street numbers, or if the address is a PO Box, or if the accounts weren't properly moved after being imported by Zip Code the accounts may be Stacked.

A “Stacked Account” is an account that is at the same physical location as another account.

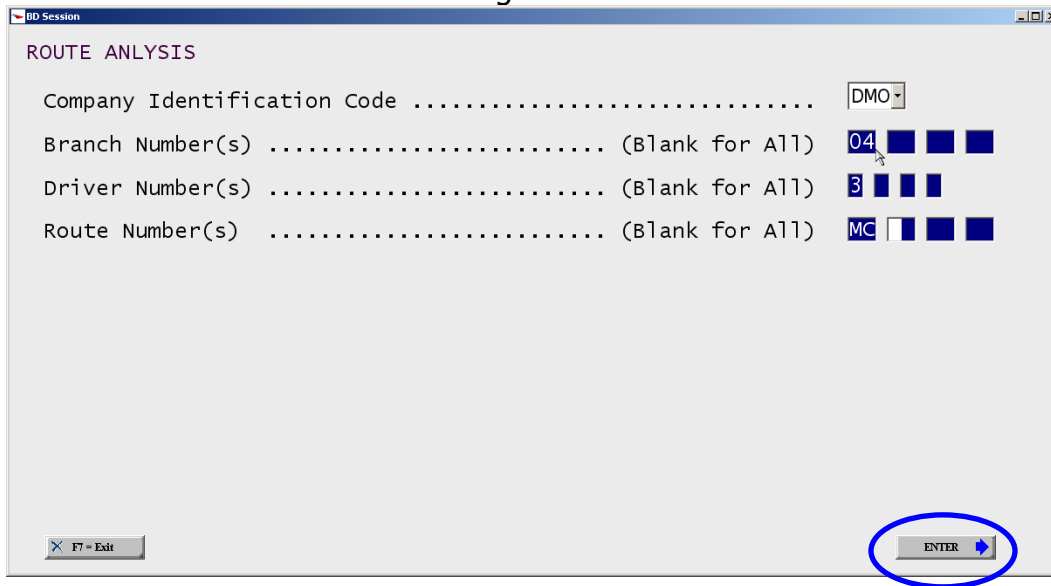
The mapping module will compare the location of each account and if it is the same (to 5 decimal places) it will list these accounts on the Stacked Account Report. In addition to the report, the Mapping Module will generate a list of the Stacked Accounts on the map and allow you to drag and drop the accounts until they are correctly located or sepeated.

To place or locate these accounts it is recommended that you work with small groups – i.e. one route at a time.

- k. Select **Route Geographical Analysis** from the **Map Menu** in the Propane System.

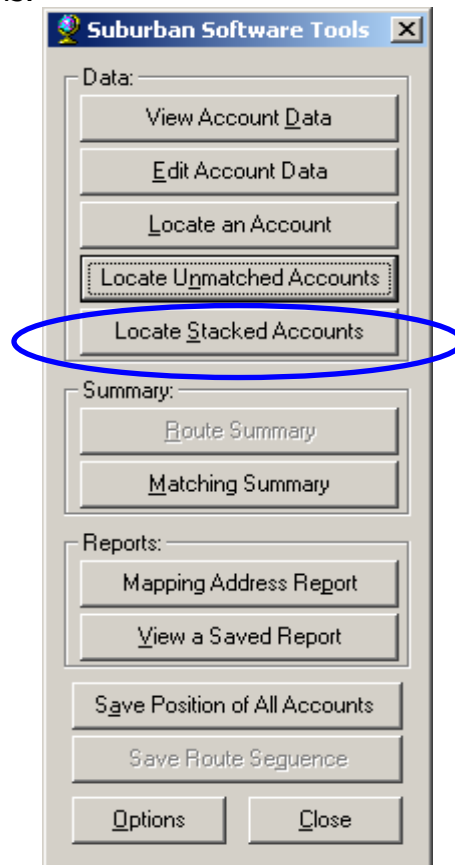


I. Select accounts for a single Route.



m. Locate and move each stacked account:

- a. Select **Suburban Software Tools** from the **Tools Menu** in MapPoint.
- b. Select **Locate Stacked Accounts** from the Suburban Software Tools.

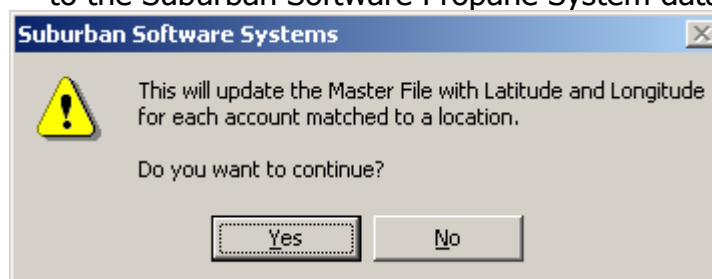


n. This will display the **Select a Stacked Account to Locate Screen**.

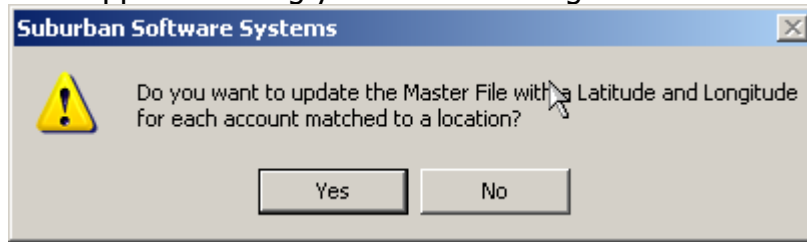
Branch	Account	Driver	Route	Sequence	Type	TankSerial	Name
04	08362	1	OG	9139	R	A-53639	BLANKENSHIP, J
04	13447	1	OG		R	A-94386	BURRAGE, PAT
04	17965	1	OG		R	158518	COLEMAN, KEVI
04	21652	1	OG	9998	R	38397	CUNNINGHAM, I
04	25321	1	OG				DRAKE, SR. C. T
04	29289	1	OG	3742	R	70246	GILBERT, RAND
04	31453	1	OG				GILBERT, ROGE
04	37591	1	OG		R	A-44822	HASKETT, ANN
04	40770	1	OG				HINDMAN, LARF
04	42005	1	OG	7162			HOPE, JULIUS
04	42544	1	OG		R	B-03509	HOWE, SHELIA
04	44725	1	OG	9193	R	215073-134	HYCHE, ASTEL
04	44806	1	OG	9193			HYCHE, LANE

18 accounts: Sorted by Account Number

- o. For each Stacked Account to be located, click on the row in the table to select the Account.
- p. The Stacked Account will be located and selected on the map. **Drag and Drop the account** to the correct location.
 - a. If the location is correct and another tank is located at that location, simply spread the accounts out slightly on the map.
 - b. If the location is not correct move the account to the correct location.
- q. **Repeat these steps until all Unmatched Accounts from the Stacked Account list have been moved.**
- r. Save the new position of the Stacked Accounts that were moved.
 - a. Select **Suburban Software Systems Tools** from the **Tools Menu** in MapPoint.
 - b. Select the option to **Save the Position of All Accounts**. This will update the master file with the position of all accounts and the mapping software will shutdown automatically. A prompt will be displayed warning you that the changes are to be saved to the Suburban Software Propane System database.



- s. If you exit the software without saving the account locations, a prompt will appear warning you that the changes have not been saved:



NOTE: The above steps should be repeated for every Route until every Stacked Account has been identified and moved.

Reassign Driver and Route Codes Using the Mapping Module

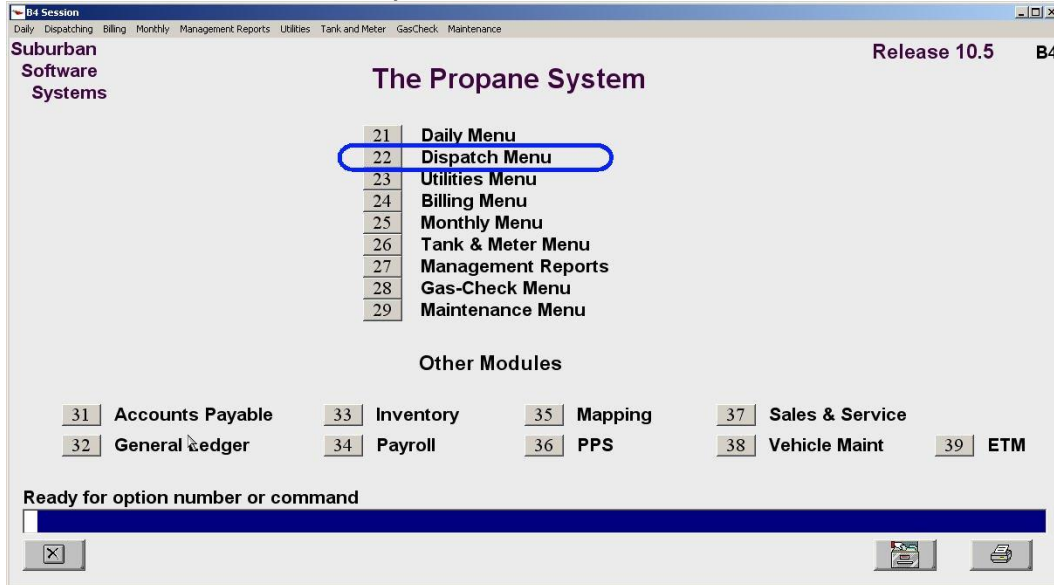
The second task will be to reassign the accounts on the routes, and add or remove entire routes, in order to achieve an optimum routing solution. The following steps enable the accounts to be organized by driver and then further organized by route.

Overview

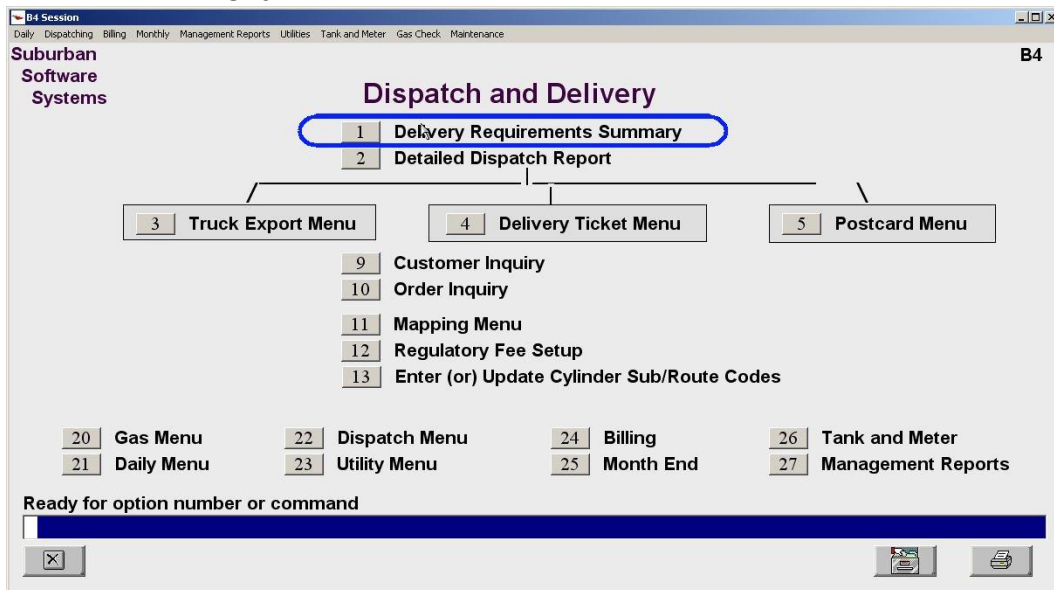
1. Run option #1 on the Dispatch Menu "Delivery Requirements Summary".
 - a. This program lists the routes and the number of accounts on each route.
2. Run option #1 on the Mapping Menu "Route Geographical Analysis".
 - a. Repeat these steps for each route to remove accounts from.
 - b. This program displays the accounts on a map and enables the determination of where the accounts are that need to be moved from one route and reassigned to another route.
3. Run option #5 on the Mapping Menu "Sequence a Route".
 - a. Repeat these steps for each route to remove accounts from.
 - b. This program displays all of the accounts on the route on a map, optimizes the sequence of all of the accounts on the route, and updates the master file of each account with the new sequence numbers.
 - c. Record the lowest and the highest sequence numbers for each route to remove accounts from.
4. Run option #6 on the Mapping Menu "Reassign Driver & Route Codes".
 - a. Repeat these steps for each sequential group of accounts to be reassigned.
 - b. This program assigns a sequential group of accounts on one route to the new route.
 - c. For example, the accounts on route AA from sequence 101 to sequence 215 could be automatically reassigned to route BB.
 - d. It is important to be careful to enter (using the separately recorded sheet of sequence numbers) the beginning and ending sequence numbers of the accounts to be moved from one route to the other.
5. Run option #5 on the Mapping Menu "Sequence a Route".
 - a. Repeat these steps for each route that has been modified.

1. Run #1 on the Dispatch Menu "Delivery Requirements Summary" to build a list of Routes.
 - a. This program lists the routes and the number of accounts on each route.

i. Select the Dispatch Menu from the Gas Menu



ii. Select option #1 Delivery Requirements Summary on the Dispatch Menu



- iii. Enter the Company ID and Branch - leave the max Percent and the Forecast Date blank. Select P1 to print the report.

B4 Session

Delivery Requirements Summary

Company Identification Code: Branch Name -or- Company I.D.:

Maximum Tank Percent Full (xx%) allowed -or- (Blank for all):

As of either: Date (MMDDYY) -or- Degree Day (4 digits):

IN/EXclude Winter Only Users: IN/EXclude Probable Lost Accts:

Printer ID: (P1, P2, etc.)- or -(View = VW)

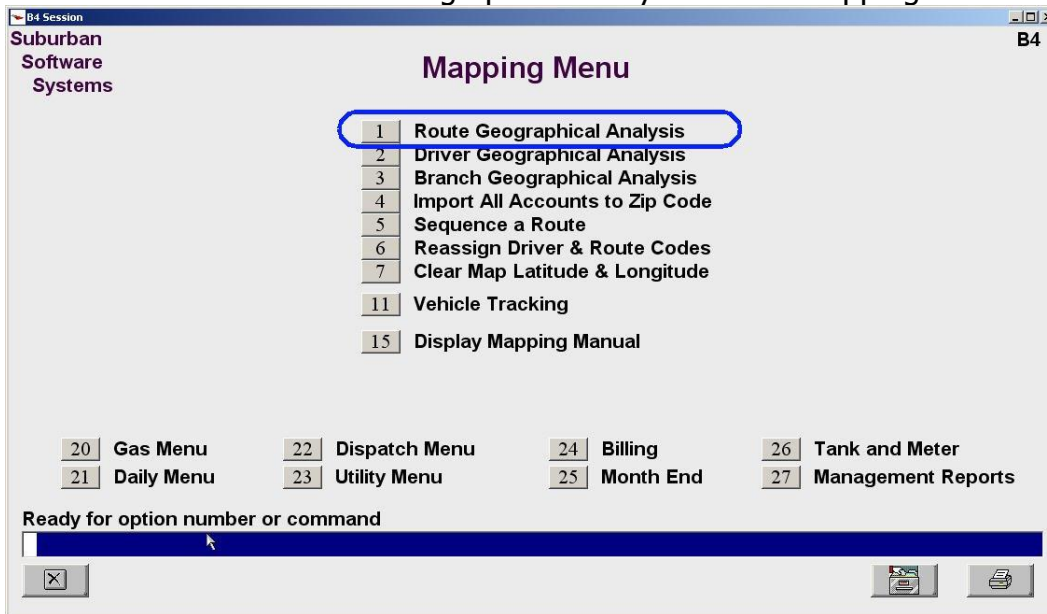
iv. Sample Report

Your Company Name, Inc.		Branch-02		Delivery Re		
Dvr Rte	Total	Order	Autom	weCal	willc	Average Size & Pct
1 CB	133	2	80		51	330 28%
1 GE	182	2	99		81	650 28%
1 HB	437		253		184	598 28%
1 JX	238	4	146		88	337 27%
1 LB	17		13		4	269 38%
1 OG	69	1	42		26	390 30%
1 SS	105	3	60		42	302 23%
1	1161	12	687		462	477 28%
2 AL	108	2	69		37	460 27%
2 AS	142	1	77		64	385 25%
2 AT	153		83		70	390 24%
2 GN	86	2	40		44	332 20%
2 LI	122		61		61	359 25%
2 LS	119		78		41	437 27%
2 RB	133	3	80		50	303 26%
2 ST	102	1	63		38	486 34%
2 TB	81	1	47		33	306 31%
2 TR	160		99		61	382 26%
2	1206	10	697		499	385 26%
Br 02	2367	22	1384		961	430 27%
	100%	1%	58%		41%	

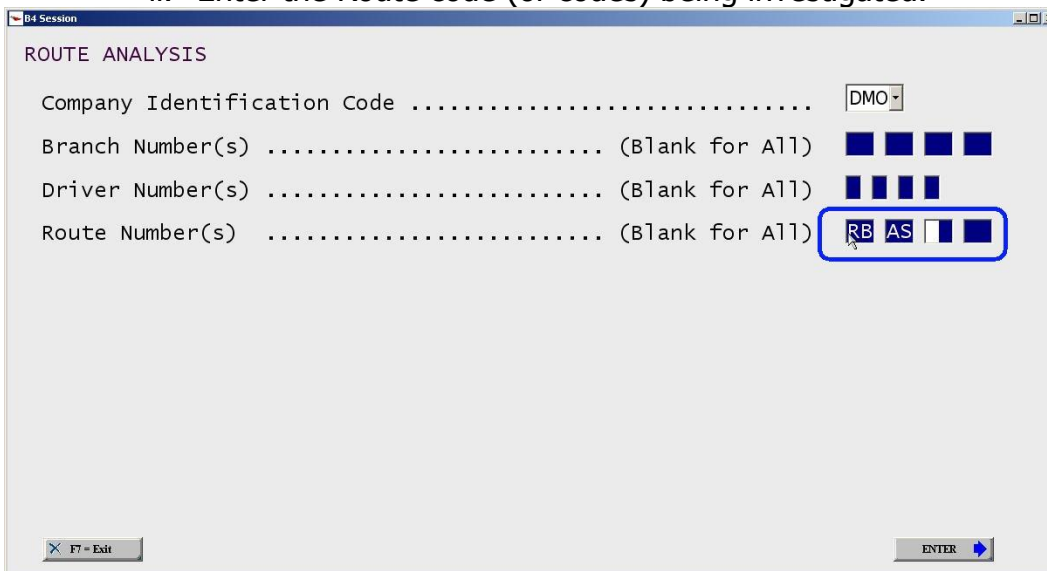
- v. All of the routes in the Branch being analyzed should be listed.
 1. Note the flowing fields:
 - a. Driver route code
 - b. Number of accounts on the route
 - c. Number of Open Gas Orders for the route
 - d. Number of Automatic (delivery code A) accounts on the route
 - e. Number of Will Call (delivery code W) accounts on the route
 2. The total number of accounts for each delivery code and the Total Percent of Automatic and Will Call accounts are also shown.

2. Run #1 on the Mapping Menu "Route Geographical Analysis" to determine the Routes to be modified.
 - a. Repeat these steps for each route to remove accounts from.
 - b. This program displays the accounts on a map and enables the determination of where the accounts are that need to be moved from one route and reassigned to another route.

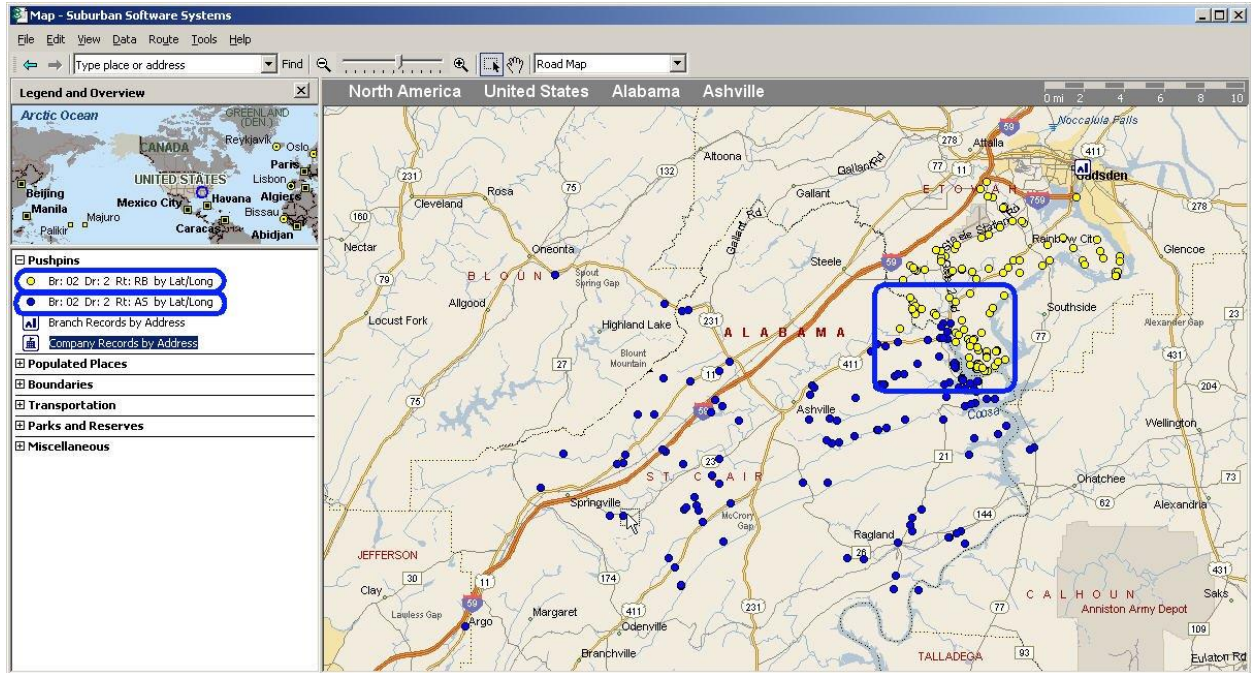
i. Select Route Geographical Analysis on the Mapping Menu.



ii. Enter the Route code (or codes) being investigated.



- iii. The Routes will be loaded to the map and different symbols will be used for each route.

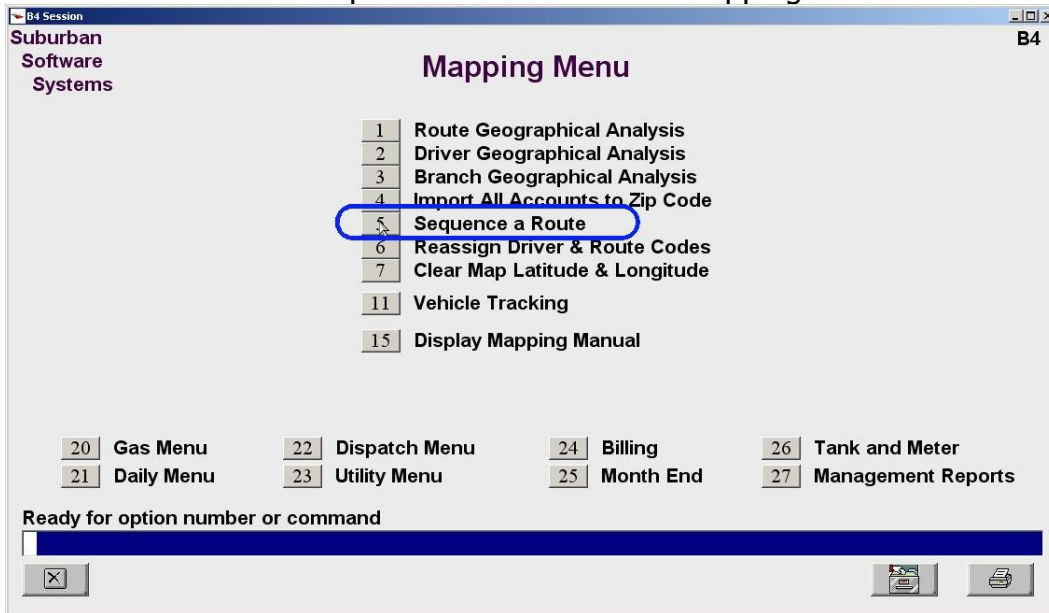


- iv. Determine which regions need to be adjusted.
v. Notice that the Blue Circles in the example above are route AS and the Yellow Circles are route RB. For our example we are going to reassign the overlapping customers from route AS to route RB.

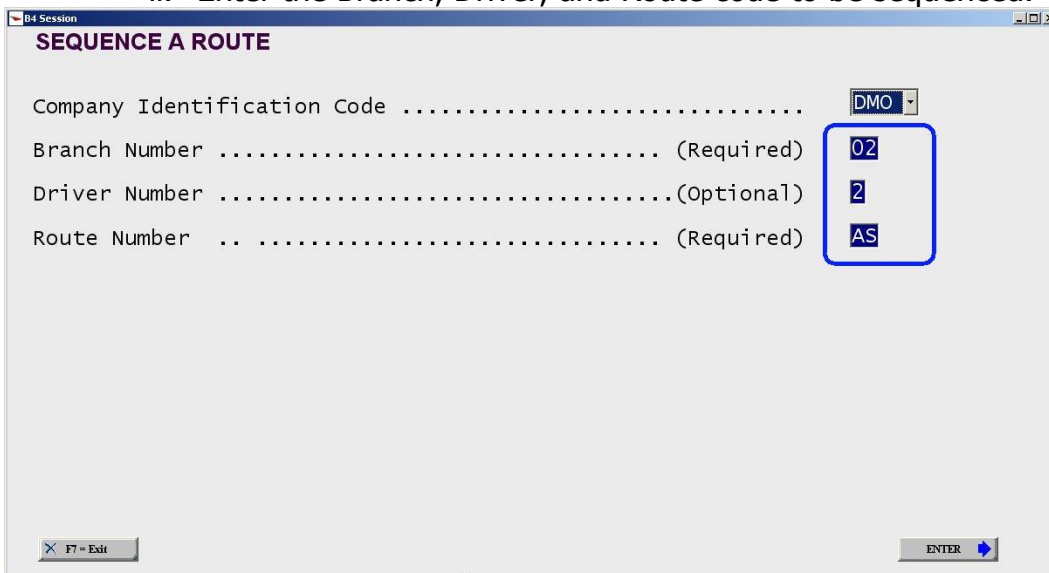
3. Run #5 on the Mapping Menu "Sequence a Route" to determine the sections of a Route to be assigned to another Route.
 - a. Repeat these steps for each route to remove accounts from.
 - b. This program displays all of the accounts on the route on a map, optimizes the sequence of all of the accounts on the route, and updates the master file of each account with the new sequence numbers.
 - c. **Record the lowest and the highest sequence numbers for each route to remove accounts from.**

d. For each route:

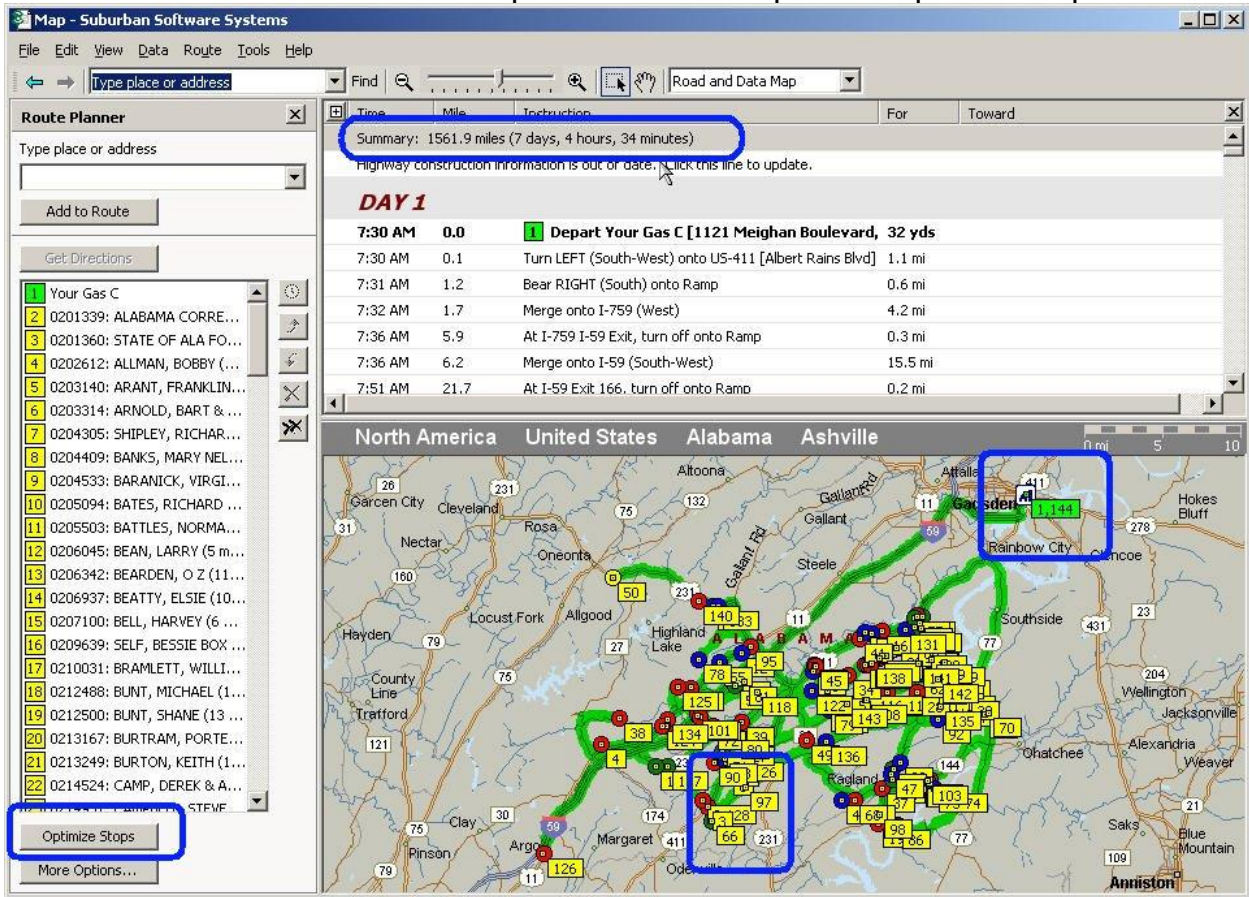
- i. Select "Sequence a Route" on the Mapping Menu



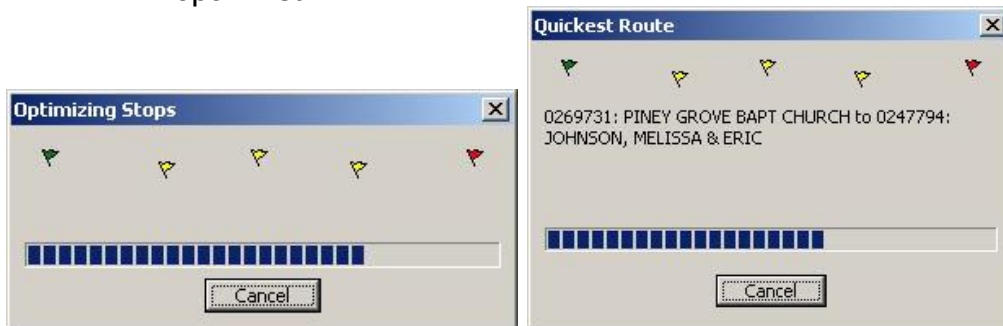
- ii. Enter the Branch, Driver, and Route code to be sequenced.



iii. In Microsoft MapPoint select the option to Optimize Stops



- iv. Notice that the accounts in the overlap region are sequenced throughout the route even though they are located on the same road next to each other.
- v. As the route is currently sequenced in the Master Fiel, it would take 1,569 miles to drive the route.
- vi. Selecting the "Optimize Stops" button will organize the accounts on the route in a single sequential order minimizing on distance, driving time, or both.
- vii. These two screens will be displayed while the route is being optimized.



viii. After the route is Optimized

Map - Suburban Software Systems

File Edit View Data Route Tools Help

Type place or address Find [magnifying glass icon] [location pin icon] [directions icon] [map icon] Road and Data Map

Route Planner

Type place or address

Add to Route

Get Directions

1 Your Gas C

2 0235886: GREEN, DAVID W ...

3 0255453: MADDOX, DONALD...

4 0267823: PAYNE, J H (8 min...

5 0274654: RICHARDSON, PH...

6 0204533: BARAMICK, VIRGI...

7 0266225: OUBRE, JENA & M...

8 0220277: COOK, FRANCES (...)

9 0246403: J & R FARMS (2 ho...

10 0273644: REEVES, ALLEN (1...

11 0273698: REEVES, GRACE (...)

12 0296467: WHITT, RALPH C (...)

13 0296440: WHITT, CURTIS (1...

14 0249101: JOVZPARY, HAMI...

15 0272872: RANKIN, W O (13 ...)

16 0223225: DAVIS, SANDRA (...)

17 0280675: SLOAN, TIM (11 mi...

18 0217463: CHESBROUGH, ER...

19 0278427: SEAWRIGHT, JULI...

20 0231429: FULLER, BARBARA...

21 0278420: SEAWRIGHT, SCO...

22 0290898: VAUGHN, DALE (1...

23 0281690: SMITH, KARIN K (...)

Optimize Stops

More Options...

Time Mile Instruction For Toward

Summary: 282.4 miles (3 days, 8 hours, 43 minutes)

Highway construction information is out of date. Click this line to update.

DAY 1

7:30 AM 0.0 1 Depart Your Gas C [1121 Meighan Boulevard, 32 yds

7:30 AM 0.1 Turn LEFT (South-West) onto US-411 [Albert Rains Blvd] 10.8 mi

7:44 AM 10.8 Turn RIGHT (West) onto Maverick Dr 0.6 mi

7:45 AM 11.4 2 Arrive 0235886: GREEN, DAVID W

7:54 AM 11.4 Depart 0235886: GREEN, DAVID W on Maverick Dr 0.2 mi

7:55 AM 11.6 3 Arrive 0255453: MADDOX, DONALD

8:08 AM 11.6 Depart 0255453: MADDOX, DONALD on Maverick I 0.4 mi

North America United States Alabama Ashville

0 mi 5 10

Garcon City Cleveland Rosa Altoona Gallant Atalla Gadsden Hokes Bluff

Nectar Oneonta Steele Rainbow City Glencoe

Hayden Locust Fork Highland Lake Southside

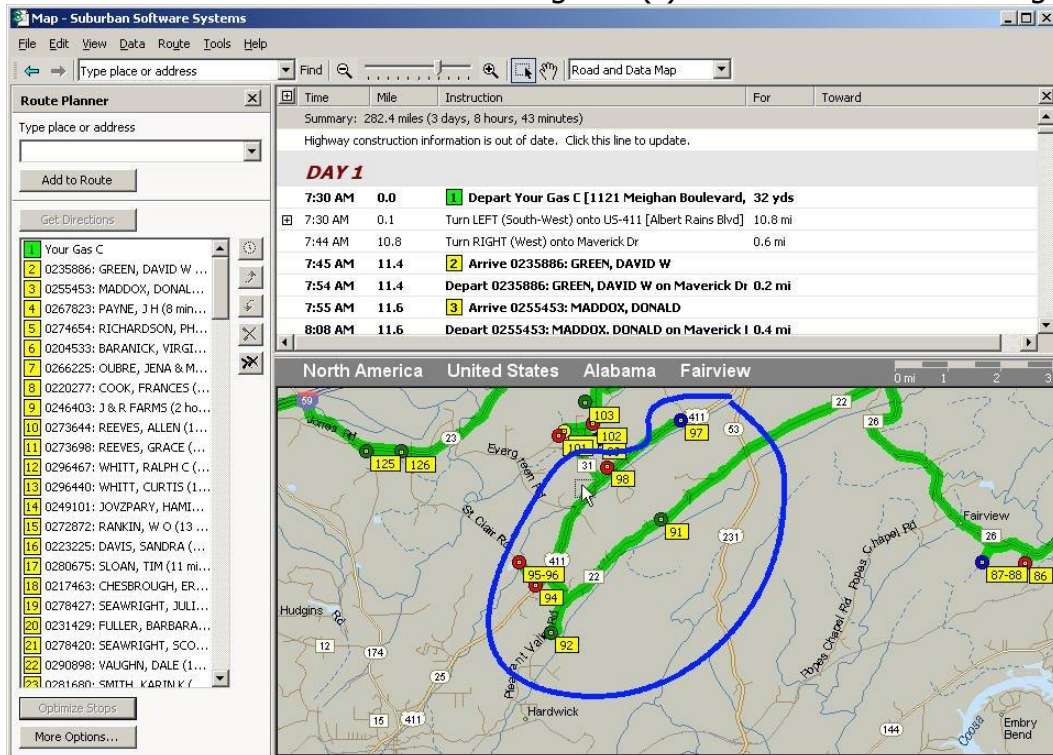
County Line Trafford Wellington Jacksonville

Pinson Argo Margaret Ragland Chatchee Alexandria Weaver

Anniston

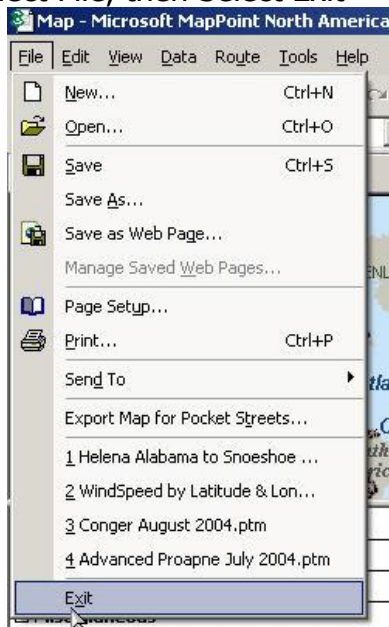
ix. The accounts have been sequenced. Notice the reduction in the distance required to traverse the route is down to 282 miles from 1,591. In addition, since the route is now optimized the "Optimized Stops" button is now disabled.

- x. Make a note of the beginning and ending sequence number of the accounts in the segment(s) of the route to be reassigned.



- 1. In our example we're going to reassign accounts with 91 through 97.

- xi. Save the new optimized sequence numbers to the master file.
 - 1. Select File, then Select Exit



2. When Microsoft asks to save the Map select No



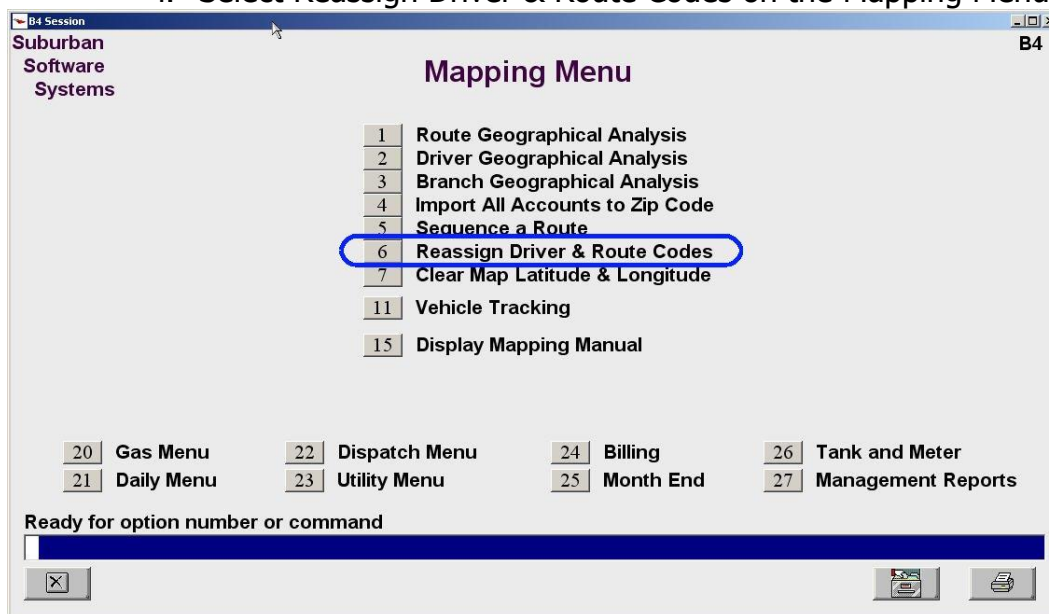
3. When Suburban Software Systems asks to Update the Master File select Yes



a. This will update the Master File with a new sequence number for each account that was matched to the map and sequenced on the route.

4. Run #6 on the Mapping Menu "Reassign Driver & Route Codes" to move accounts from one Route to another Route quickly.
 - a. Repeat these steps for each sequential group of accounts to be reassigned.
 - b. This program assigns a sequential group of accounts on one route to the new route.
 - i. For example, the accounts on route AA from sequence 101 to sequence 215 could be automatically reassigned to route BB.
 - c. It is important to be careful to enter (using the separately recorded sheet of sequence numbers) the beginning and ending sequence numbers of the accounts to be moved from one route to the other.

i. Select Reassign Driver & Route Codes on the Mapping Menu



- ii. Enter the Branch, Existing Driver & Route, New Driver & Route, Starting sequence Number and Ending Sequence Number.

The screenshot shows a terminal window titled "REVISE DRIVER-ROUTE CODE" with the following content:

Company Identification Code DMO

Enter BRANCH NUMBER of Driver Route Code to be changed 02

" EXISTING DRIVER and ROUTE to be changed (DR-RT) 2 AS

" NEW DRIVER and ROUTE codes (DR-RT) 2 RB

If only a portion of a route is to be changed then:

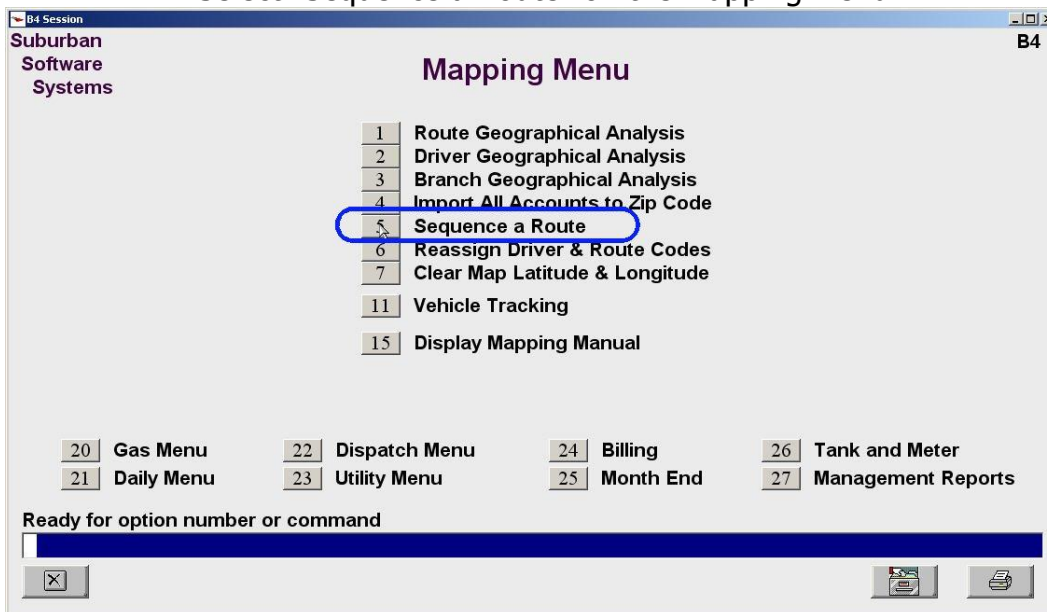
Enter Sequence Number where revision is to BEGIN: ... (Optional) 0091

Enter Sequence Number where revision is to END: (Optional) 0097

At the bottom left is a button labeled "F7 = Exit" and at the bottom right is a button labeled "ENTER".

5. Run #5 on the Mapping Menu "Sequence a Route" to completely re-sequence each Route that has been modified and update the Master File for all of the accounts on each of the Routes.
 - a. Repeat these steps for each route that has been modified in order to make sure the Master File sequence numbers are up to date for the accounts currently on the route.
 - b. This program assigns a sequential group of accounts on one route to the new route.
 - i. NOTE: It is very important to repeat these steps of "Sequencing a Route" for each Route that you have removed accounts from OR added accounts to.

ii. Select "Sequence a Route" on the Mapping Menu



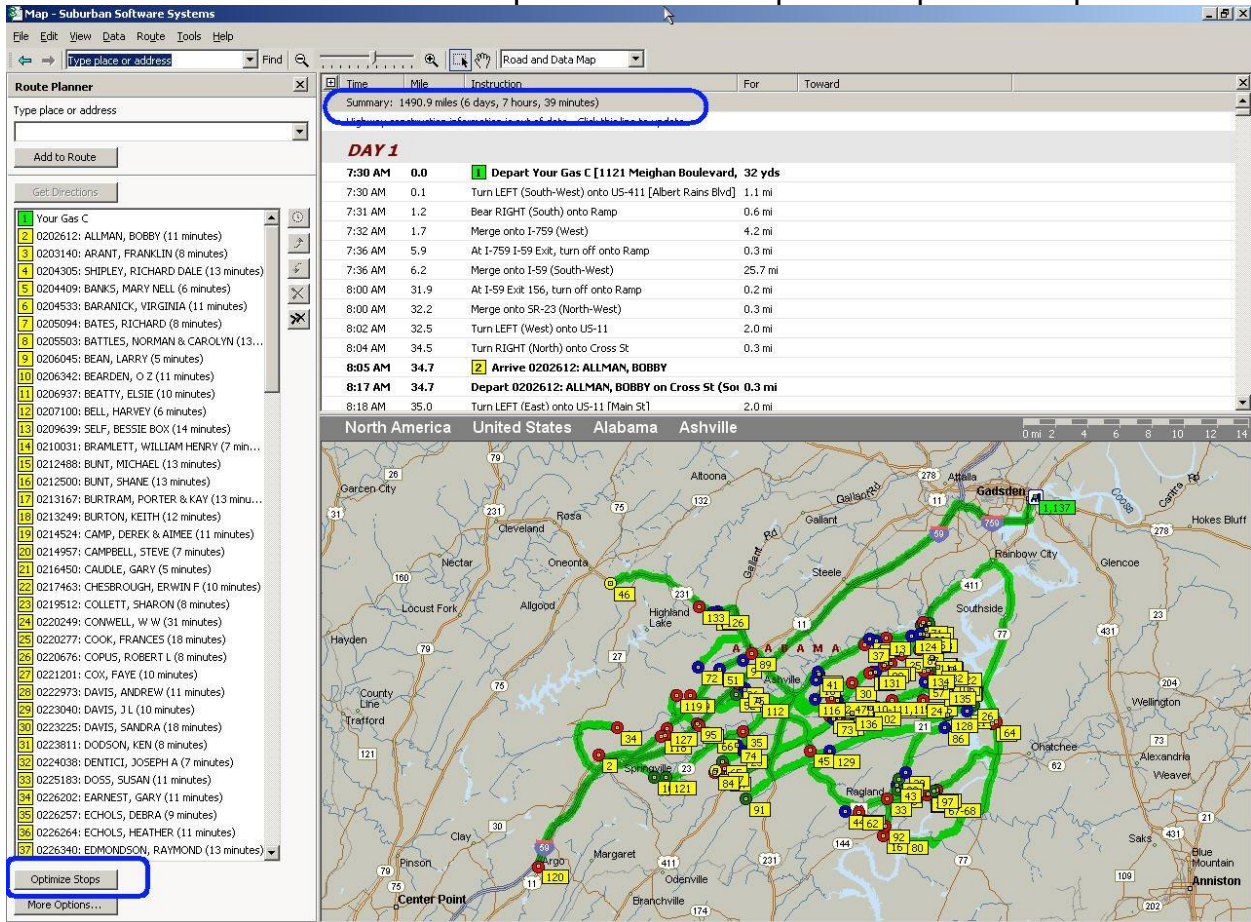
iii. Enter the Branch, Driver, and Route code to be sequenced.

The screenshot shows a window titled "D4 Session" with the main heading "SEQUENCE A ROUTE". It contains four input fields with corresponding labels and requirements:

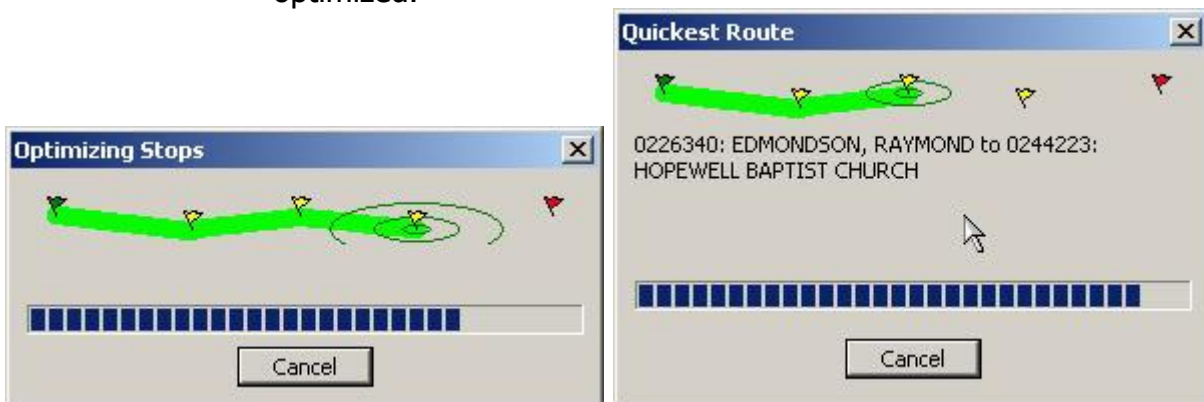
- Company Identification Code DMO
- Branch Number (Required) 02
- Driver Number(Optional) 2
- Route Number .. (Required) AS

The values "02", "2", and "AS" are entered in a vertical column and are enclosed in a blue rectangular box. At the bottom left, there is a button labeled "F7 = Exit". At the bottom right, there is a button labeled "ENTER" with a right-pointing arrow.

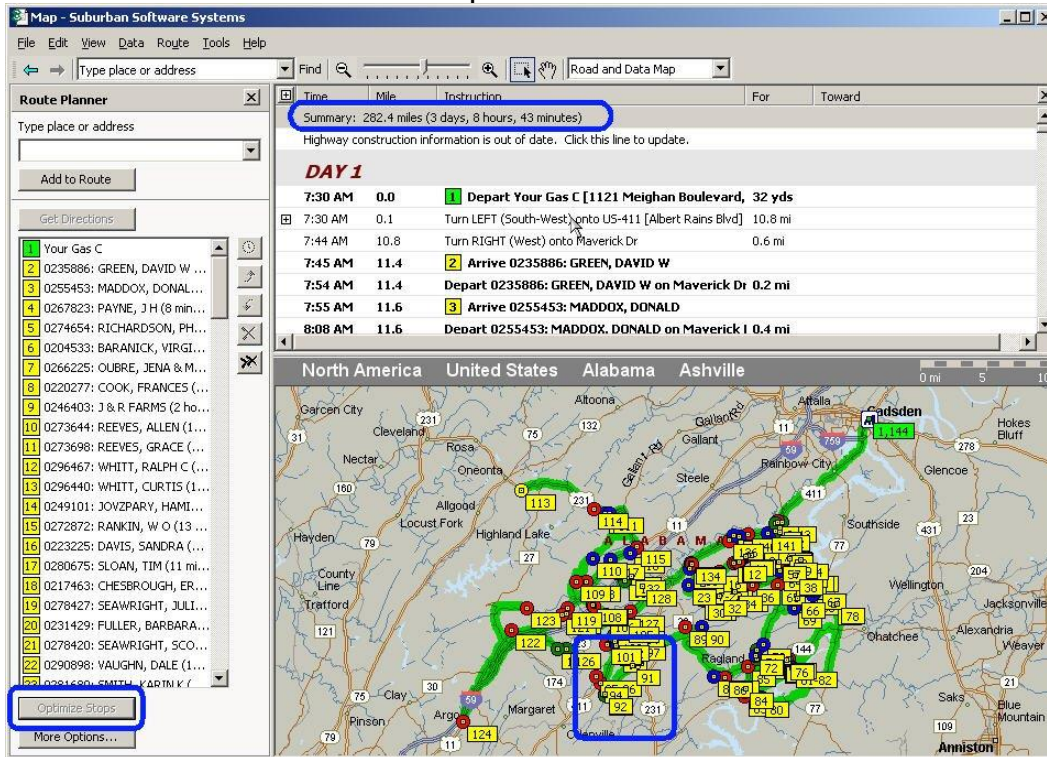
iv. In Microsoft MapPoint select the option to Optimize Stops



- v. As the route is currently sequenced in the Master File, it would take 1,490 miles to drive the route.
- vi. Selecting the "Optimize Stops" button will organize the accounts on the route in a single sequential order minimizing on distance, driving time, or both.
- vii. These two screens will be displayed while the route is being optimized.

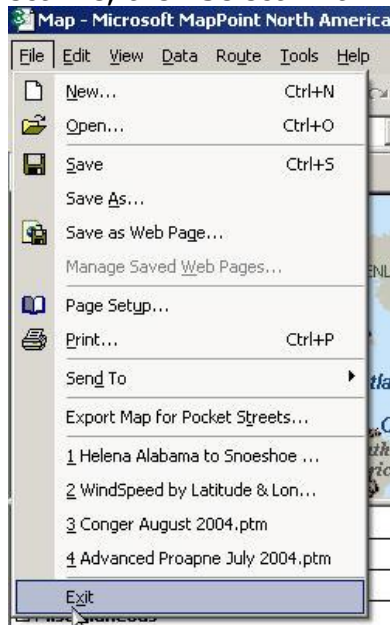


viii. After the route is Optimized



ix. The accounts have been sequenced. Notice the reduction in the distance required to traverse the route is down to 282 miles from 1,490. In addition, since the route is now optimized the "Optimized Stops" button is now disabled.

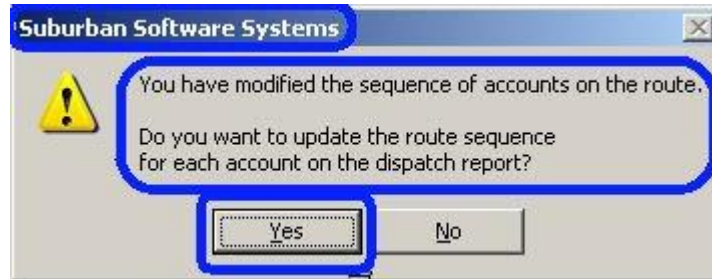
x. Save the new optimized sequence numbers to the master file.
1. Select File, then Select Exit



2. When Microsoft asks to save the Map select No



3. When Suburban Software Systems asks to Update the Master File select Yes



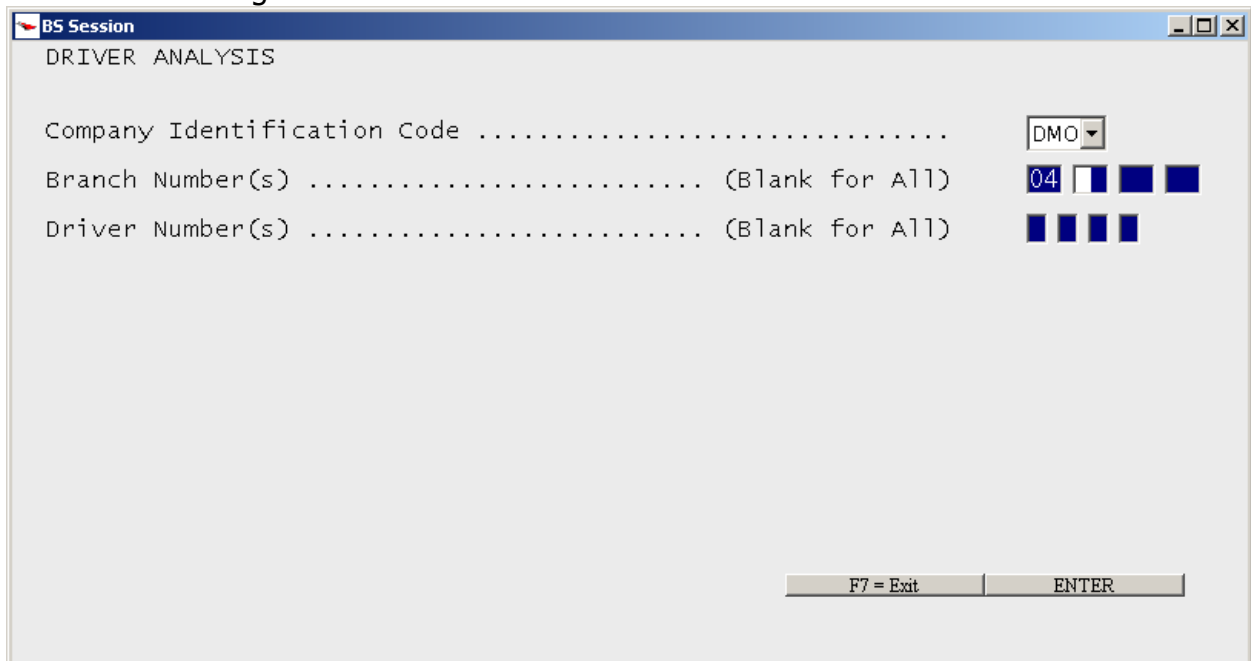
a. This will update the Master File with a new sequence number for each account that was matched to the map and sequenced on the route.

xi. NOTE: It is very important to repeat these steps of "Sequencing a Route" for each Route that you have removed accounts from OR added accounts to.

Organize Accounts by Driver

NOTE: The Branch to which an account belongs cannot be modified by the mapping module.

1. Select **Driver Geographical Analysis** from the **Map Menu** in the Propane System.
 - a. If the company you are working with has multiple Branches, you should select a single Branch.
 - b. Leave the Driver fields blank and press **Enter**– this will send each account to the map and the symbols will be based on the Driver the account is assigned to.



- c. After the mapping software is loaded and displays a map, select **Suburban Software Systems Tools** from the **Tools Menu** in MapPoint.

- i. Select **Edit Account Data** from Suburban Software Systems Tools.

Branch	Account	Driver	Route	Sequence	Type	TankSerial	Name
04	02119	1	OG		R	A-40936	WEST, REGINA L.
04	02348	1	OG	9150		201445	ALLMAN, JOSEPH S.
04	02569	1	OG	9051	R	38451	ALLEN, JOHN
04	03301	1	OG		R	A-40631	ARLEDGE, KATHERINE
04	03360	1	OG		R	21652338	ARMSTRONG, FRED
04	03379	1	OG		R	A-46895	ARMSTRONG, FRED
04	03387	1	OG		R	216157-479	ARMSTRONG, FRED
04	03395	1	OG				ARMSTRONG, FRED
04	03409	1	OG		R	A-92455	ARMSTRONG, FRED
04	03417	1	OG		R	B-00527	ARMSTRONG, FRED

266 accounts: Sorted by Account Number

- j. For each account to be assigned a new Driver or a new Route, click on the row in the table to select the Account to be edited.

Account: 04-03409 New Driver: 1 New Route: OG

Name: ARMSTRONG, FRED

CareOf:

Dr Rt Seq: 1 OG

Address: 171 JOHNSON CAMP RD.

City, State, Zip: ADGER, AL 35006-9998

Phone: 4971815

Tank: R 250 SN:A-92455

Save This Address As:

Mailing Address Delivery Address

New Address: 171 JOHNSON CAMP RD.

New City: ADGER

New State: AL

New Zip: 35006 - 9998

Cancel Save

- k. Assign the account to a different Driver or Route. Enter the desired New Driver and New Route.
- l. When all necessary changes have been made for the Driver and Route select **Save**. The Edit Account Data grid will be displayed to select another account to modify if desired.

Suburban Software Systems - Edit Account Data

Account: 04-03409 New Driver: 1 New Route: 0G

Name: ARMSTRONG, FRED

CareOf: _____

Dr Rt Seq: 1 0G _____

Address: 171 JOHNSON CAMP RD.

City, State, Zip: ADGER, AL 35006-9998

Phone: 4971815

Tank: R 250 SN:A-92455

Save This Address As:

Mailing Address Delivery Address

New Address: 171 JOHNSON CAMP RD.

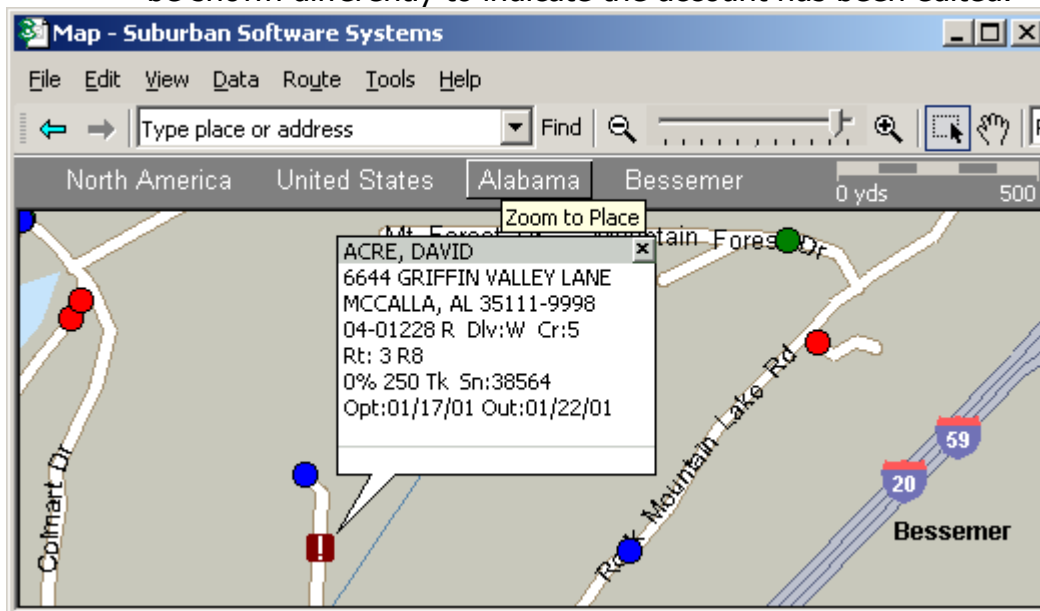
New City: ADGER

New State: AL

New Zip: 35006 - 9998

Cancel Save

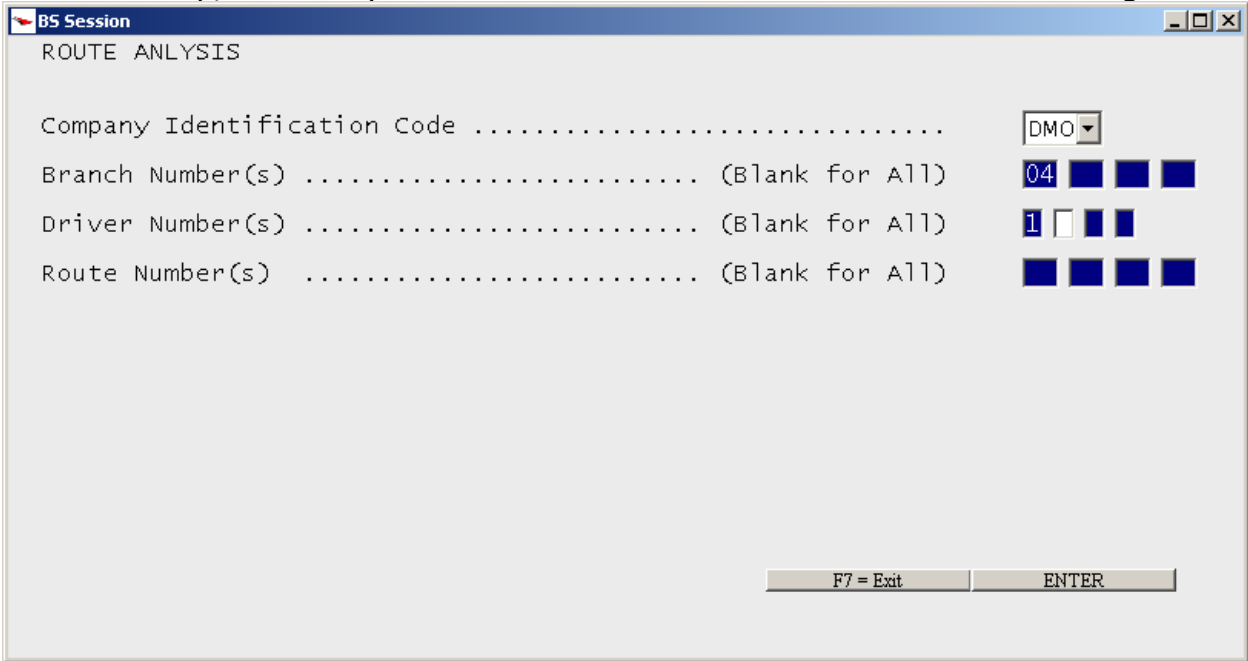
- m. The data will be saved and the symbol for the address on the map will be shown differently to indicate the account has been edited.



- n. When all accounts have been assigned to the desired Driver, exit the mapping software. After making changes and exiting the mapping software, the master file will be updated with the new Driver and Route.

Organize Accounts by Route

- a. Select **Route Geographical Analysis** from the **Map Menu** in the Propane System.
- b. If the company you are working with has multiple Branches, you should select a single Branch.
- c. If the Branch you are working with has multiple Drivers, you should select a single Driver.
- d. Leave the Route fields blank and press **Enter** – this will send each account to the map, and the symbols will be based on the Route the account is assigned to.



- e. After the mapping software is loaded and displays a map, select **Suburban Software Systems Tools** from the **Tools Menu** in MapPoint.
- f. Select **Edit Account Data** from Suburban Software Systems Tools.

Branch	Account	Driver	Route	Sequence	Type	TankSerial	Name
04	02119	1	OG		R	A-40936	WEST, REGINA L.
04	02348	1	OG	9150		201445	ALLMAN, JOSEPH S.
04	02569	1	OG	9051	R	38451	ALLEN, JOHN
04	03301	1	OG		R	A-40631	ARLEDGE, KATHERINE
04	03360	1	OG		R	21652338	ARMSTRONG, FRED
04	03379	1	OG		R	A-46895	ARMSTRONG, FRED
04	03387	1	OG		R	216157-479	ARMSTRONG, FRED
04	03395	1	OG				ARMSTRONG, FRED
04	03409	1	OG		R	A-92455	ARMSTRONG, FRED
04	03417	1	OG		R	B-00527	ARMSTRONG, FRED

266 accounts: Sorted by Account Number

- g. For each account to be edited, click on the row in the table to select the Account. The Edit screen for a single account will be displayed.

Account: 04-04537

Name: BALDWIN, MICHAEL D

CareOf:

Dr Rt Seq: 1 OG 9743

Address: 1920 BRUCE SHAW RD

City, State, Zip: ADGER, AL 35006-9743

Phone: 4973572

Tank: R 330 SN:A-18333

New Driver: 1

New Route: OG

Save This Address As:

Mailing Address Delivery Address

New Address: 1920 BRUCE SHAW RD

New City: ADGER

New State: AL

New Zip: 35006 - 9743

Cancel Save

- h. Assign the account to a different Driver or Route. Enter the desired New Driver and New Route.
- i. When all necessary changes have been made for the Driver and Route select **Save**. The Edit Account Data grid will be displayed to select another account to modify if desired.

Suburban Software Systems - Edit Account Data

Account: 04-04537 New Driver: 1 New Route: 01

Name: BALDWIN, MICHAEL D

CareOf: _____

Dr Rt Seq: 1 0G 9743

Address: 1920 BRUCE SHAW RD

City, State, Zip: ADGER, AL 35006-9743

Phone: 4973572

Tank: R 330 SN:A-18333

Save This Address As:

Mailing Address Delivery Address

New Address: 1920 BRUCE SHAW RD

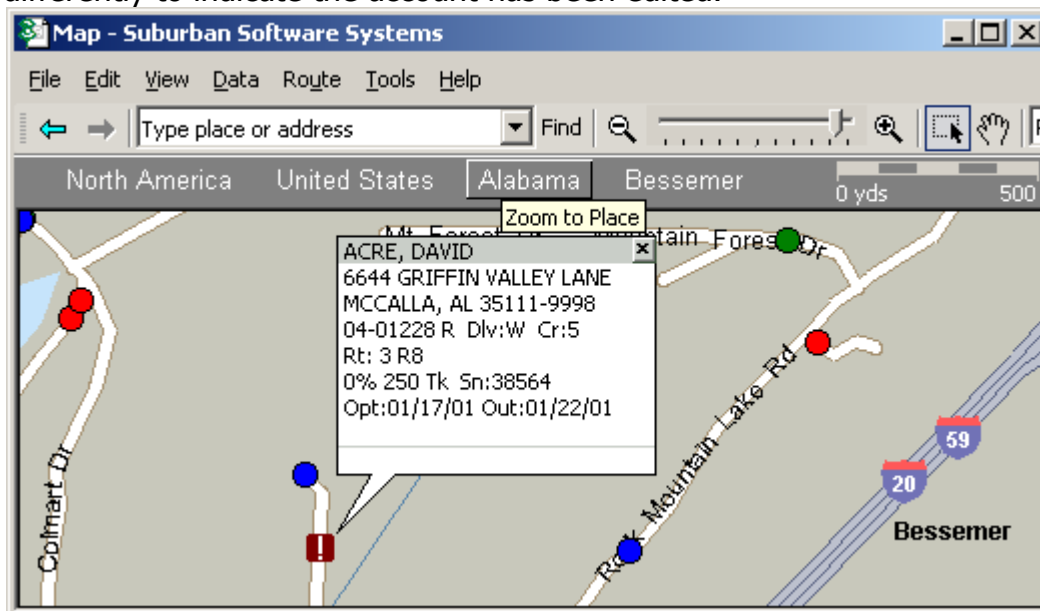
New City: ADGER

New State: AL

New Zip: 35006 - 9743

Cancel Save

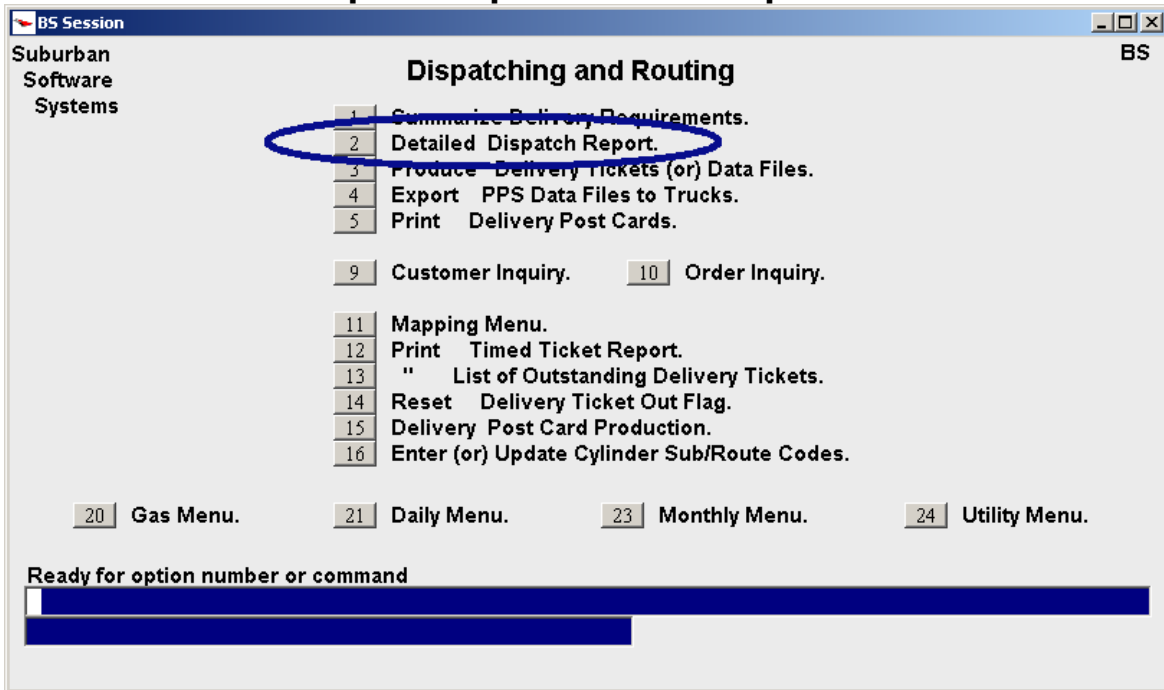
- j. The data will be saved and the symbol for the address on the map will be shown differently to indicate the account has been edited.



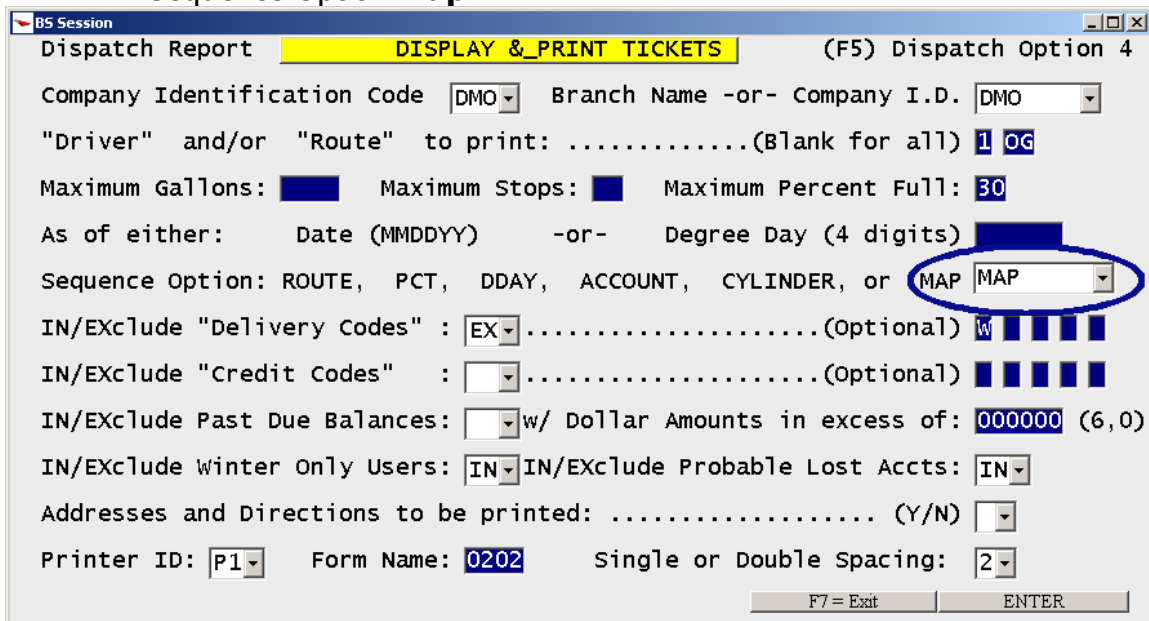
When all accounts have been assigned to the desired Route, exit the mapping software. After making changes and exiting the mapping software, the master file will be updated with the new Driver and Route.

Sequencing Dispatch Reports

1. Select **Detailed Dispatch Reports** from the **Dispatch Menu**.



a. Enter parameters for a Dispatch Report as normal, and select the Sequence Option **Map**.



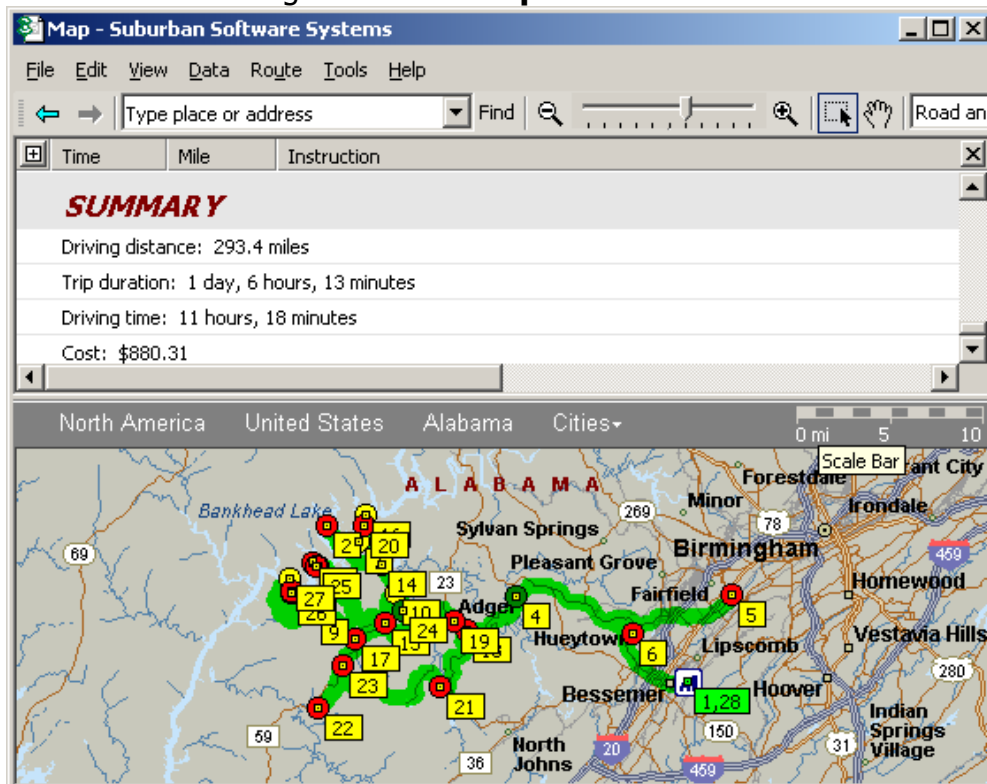
- b. The accounts selected for the Dispatch Report will be listed and the operator has the ability to add or remove accounts from the dispatch report. Press **F7** to send the report to the Map.

BS Session							
Coid: DMO	Dr/Rt: A D		4895		Pg: 1	Rec: 0001 - 0020	
Customers	Cr/Dlv	Phone	Forecast	Size.%	LyrGas	Balance	PastDue
HUMPRHIES, TERESA	3 V1	425-3352	297/6R	120T00	0	.00	.00
DABBS, FRANKLIN	3 O3	426-0069	11/24/2	250T69	520	10.40-	.00
WRIGHT, EDDIE	5 V1	424-3001	717/8	120T00	0	.00	.00
KORNEGAY WALLY	3 *3	426-4765	1/18/2	500.00	400	8.00-	.00
WHITELY, CARLTON	62 V1	424-0471	1/14/1	250T00	0	.00	.00
GIBSON, JIM	4 V1	424-8870	12/05/9	250.00	0	.00	.00
SEALE, GORDON	5 V3	426-5304	11/30/0	120.00	0	.00	.00
FRANKLIN, NELLA &	3 *3	426-1328	12/27/1	250T00	150	3.00-	.00
COTTIS, GREGG	3 V1	426-0770	2/07/0	250.00	0	.00	.00
PITTMAN, THOMAS	61 V1	425-7684	982/8	120T00	0	.00	.00
LOVOY, TRACY	3 *3	424-8065	5/26/2	250T00	450	46.00	46.00
ASHCRAFT, GREG	6 V2	497-0478	2/05/0	250.00	0	.00	.00
JONES, CLAY	5 V1	428-9588	10/21/1	120.00	90	.00	.00
KITCHENS, WILLIAM	3 *3	497-1682	9/29/2R	500T10	1190	23.80-	.00
KIMBRELL, MAUDIE	3 B3	425-0917	8/08/2	500T22	725	.00	.00
NALLEY, DANIEL	3 V1	424-6926	12/16/8	250.00	0	.00	.00
WYATT, THOMAS	5 V1	491-5691	1167/7R	250T00	0	.00	.00
ETHRIDGE, ROBERT	3 *2	491-1184	7/09/2	500T19	300	20.70-	.00
WHITFIELD, BOBBY	5 V1	425-5888	9/15/6	250T00	0	.00	.00
COLEMAN, WILLIAM	3 *3	426-8919	3/29/2	500.02	715	14.30-	.00

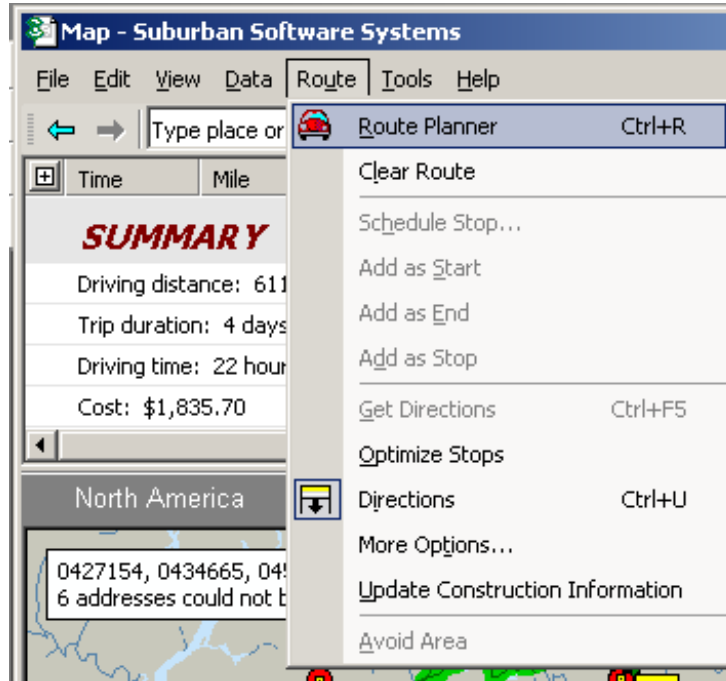
Enter "D" To Delete/Dispatch Customer

Exit GoBack PeUp ENTER

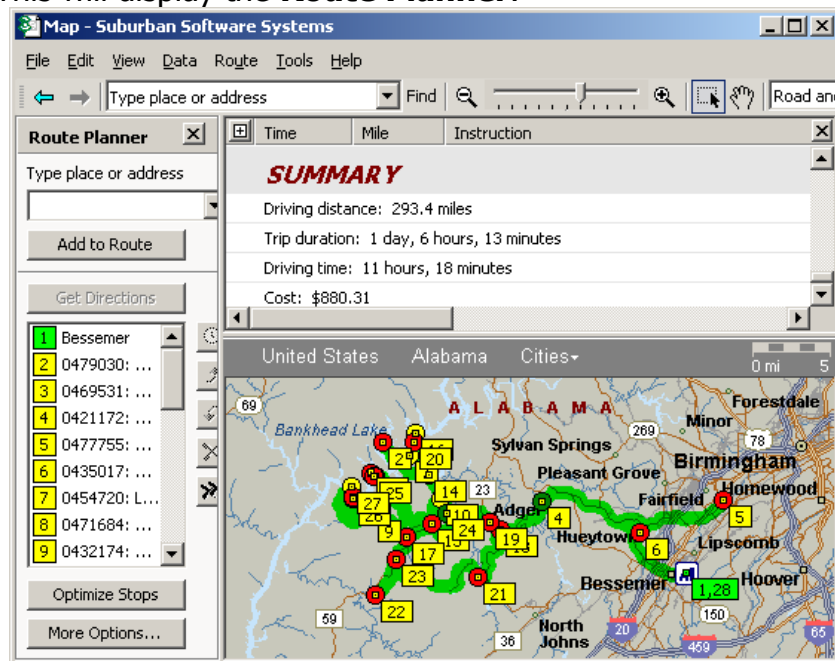
- c. Depending on how many accounts are on the **Dispatch Report**, it may take some time to create a **Dispatch Report** and sequence the customers using the **Route Sequence** in the Master File.



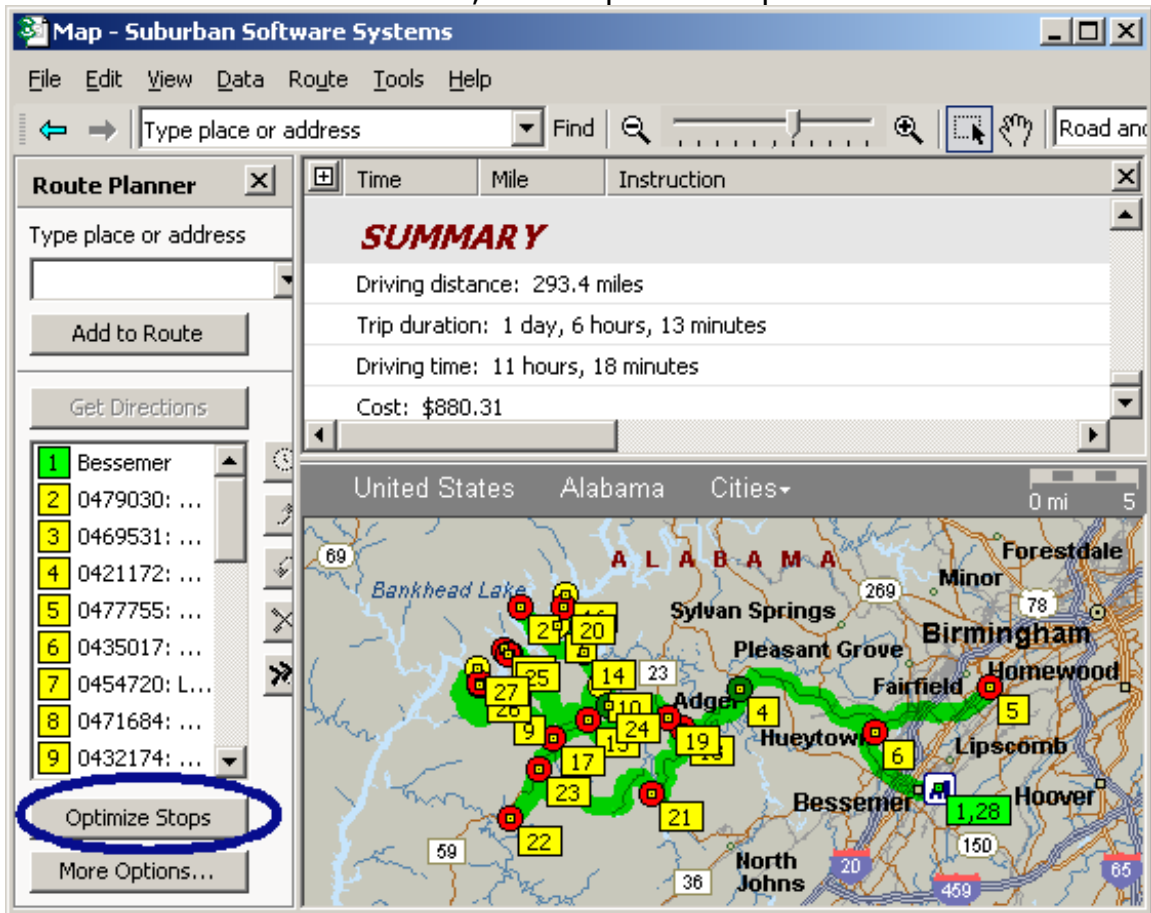
- d. If there are accounts in the **Dispatch Report** that have addresses that could not be matched to the map, these accounts cannot be sequenced. Any unmatched addresses should be corrected or matched manually before proceeding. When all addresses are matched, select the **Route Planner** from the **Route Menu**.



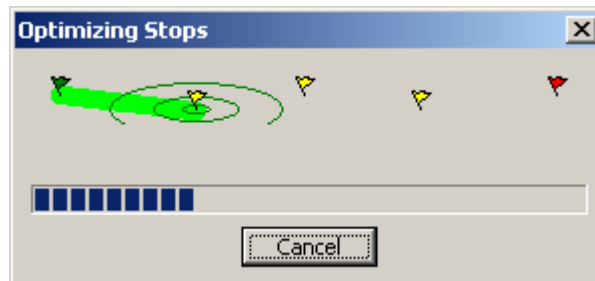
- e. This will display the **Route Planner**:



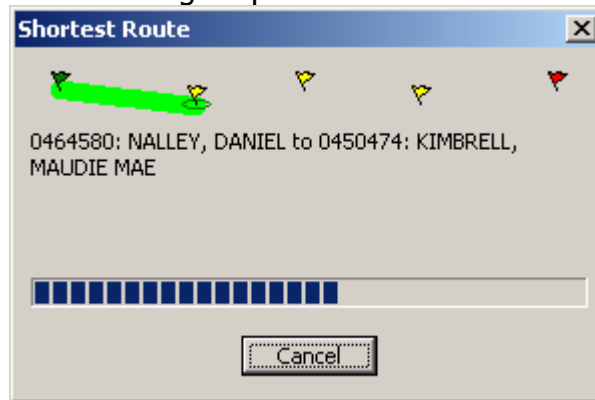
f. In the **Route Planner**, select Optimize Stops.



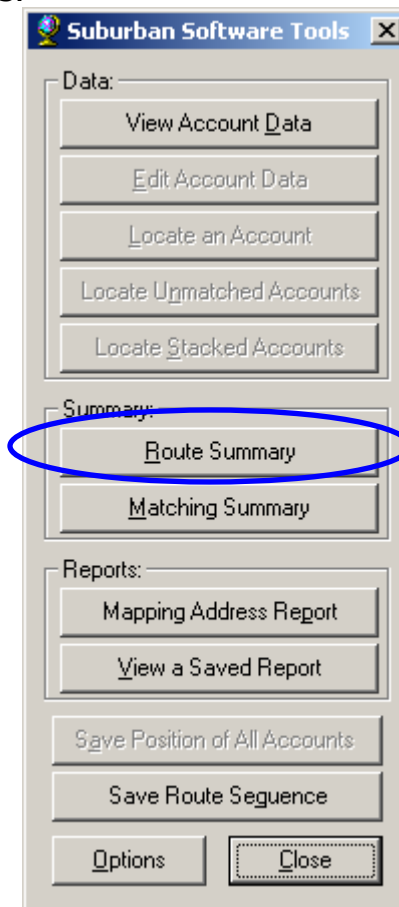
g. A dialog will display that indicates the progress of optimizing the sequence for the Route.



- h. The system will then get updated directions for the new sequence.



- i. Notice the difference in the duration, distance, and cost of delivering to the accounts in this sequence due to optimizing the routes. This summary is displayed by selecting **Route Summary** in the **Suburban Software Systems Tools**.

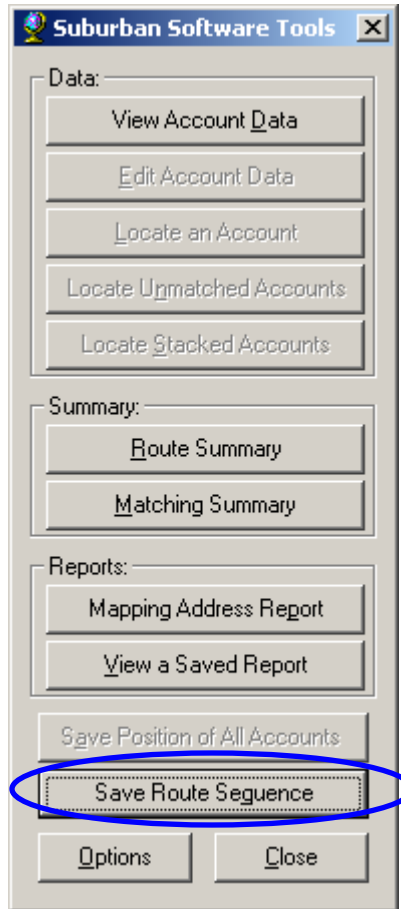


j. **Route Summary** in the **Suburban Software Systems Tools**.

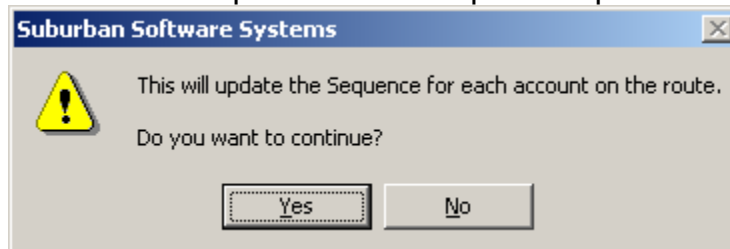
Stop	Name	Qty	Total Dist	Total Time	Total Qty	Total Cost
1	Bessemer					
2	0479030: SHIVERS, LARRY	96.0	27.9 mi		96.0	
3	0469531: PICKLE, JOYCE	200.0	43.1 mi		296.0	
4	0421172: CROOKS, STANLEY	33.0	59.1 mi		329.0	
5	0477755: SEBERT, JO ANN	96.0	73.1 mi		425.0	
6	0435017: HANKS, DAVID	96.0	80.1 mi		521.0	
7	0454720: LOONEY, WILLIAM E.	145.0	101.2 mi		666.0	
8	0471684: RAYMOND, ODELL	200.0	114.0 mi		866.0	
9	0432174: GOLDEN, ROBERT	400.0	124.8 mi		1,266.0	
10	0402348: ALLMAN, JOSEPH S.	140.0	132.1 mi		1,406.0	
11	0458599: EVANS, GARY & ALICIA	200.0	140.9 mi		1,606.0	
12	0419410: COOPER, RONALD B.	96.0	155.4 mi		1,702.0	
13	0437826: HATTER, RAYMOND	200.0	164.2 mi		1,902.0	
14	0425348: DRAKE, C. T. JR	200.0	168.1 mi		2,102.0	
15	0436730: HARRIS, DEBRA	200.0	171.4 mi		2,302.0	
16	0469221: PERRY, MARGIE	290.0	171.5 mi		2,592.0	
17	0493432: WATSON, JACKIE	400.0	180.6 mi		2,992.0	
18	0417698: COFFEE, KENNETH E.	198.0	187.6 mi		3,190.0	
19	0456588: MARTIN, W. C.	200.0	188.5 mi		3,390.0	
20	0414753: CAMPANOTTA, ANTHONY	96.0	197.4 mi		3,486.0	
21	0468055: PATE, MONA	200.0	211.6 mi		3,686.0	
22	0466400: PACK, JEFF	200.0	222.4 mi		3,886.0	
23	0451195: KNIGHT, DONALD & TRIST	200.0	225.4 mi		4,086.0	
24	0432786: GOSSETT, DOT	125.0	232.6 mi		4,211.0	
25	0415350: CARRELL, JOHN	200.0	242.5 mi		4,411.0	
26	0419402: COOPER, RON	200.0	256.8 mi		4,611.0	
27	0431100: WATSON, JACKIE	493.0	262.0 mi		5,104.0	
28	Bessemer		293.7 mi	16h 18min	5,104.0	\$880.31

Close

- k. In order to save the new Route Sequence to the Master File in the Suburban database, select **Save Route Sequence** from the **Suburban Software Systems Tools**.

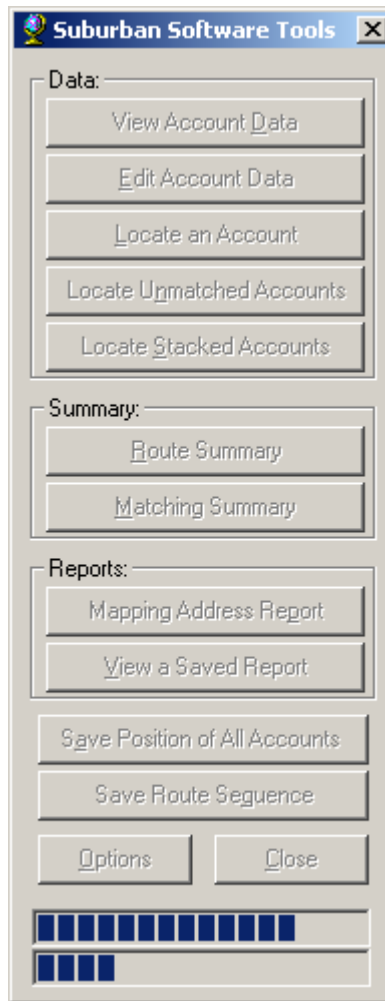


- l. To save the new Sequence of the Dispatch Report select **Yes**.



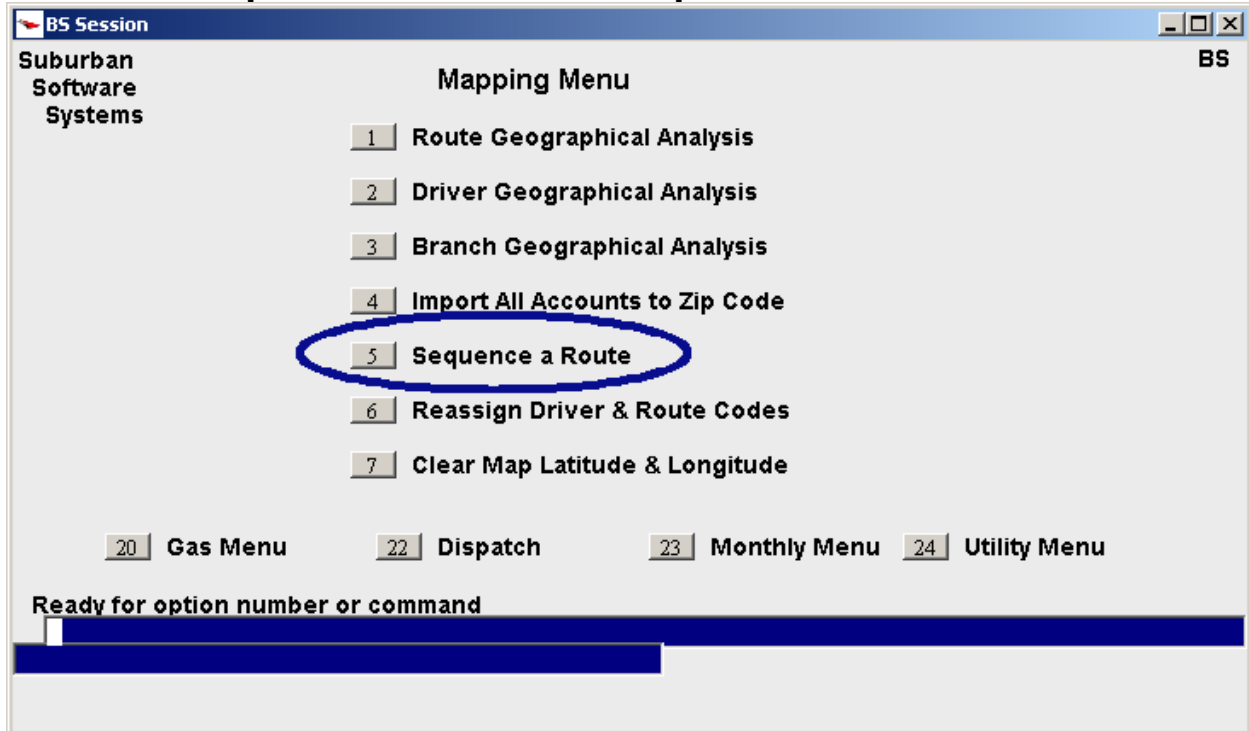
m. The mapping software will update the sequence of the Dispatch Report and will return to the **Dispatch Menu**.

NOTE: If one or more accounts weren't matched to the map the tickets for those accounts will be listed at the front of the report.

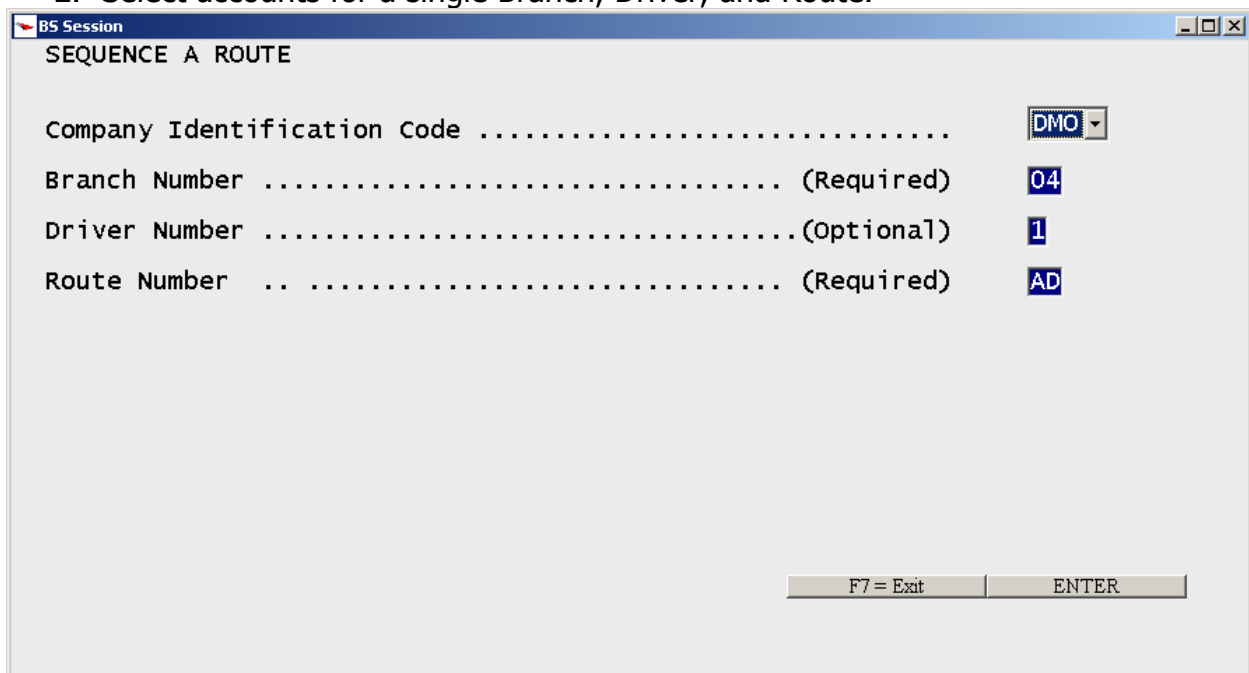


Sequencing a Route

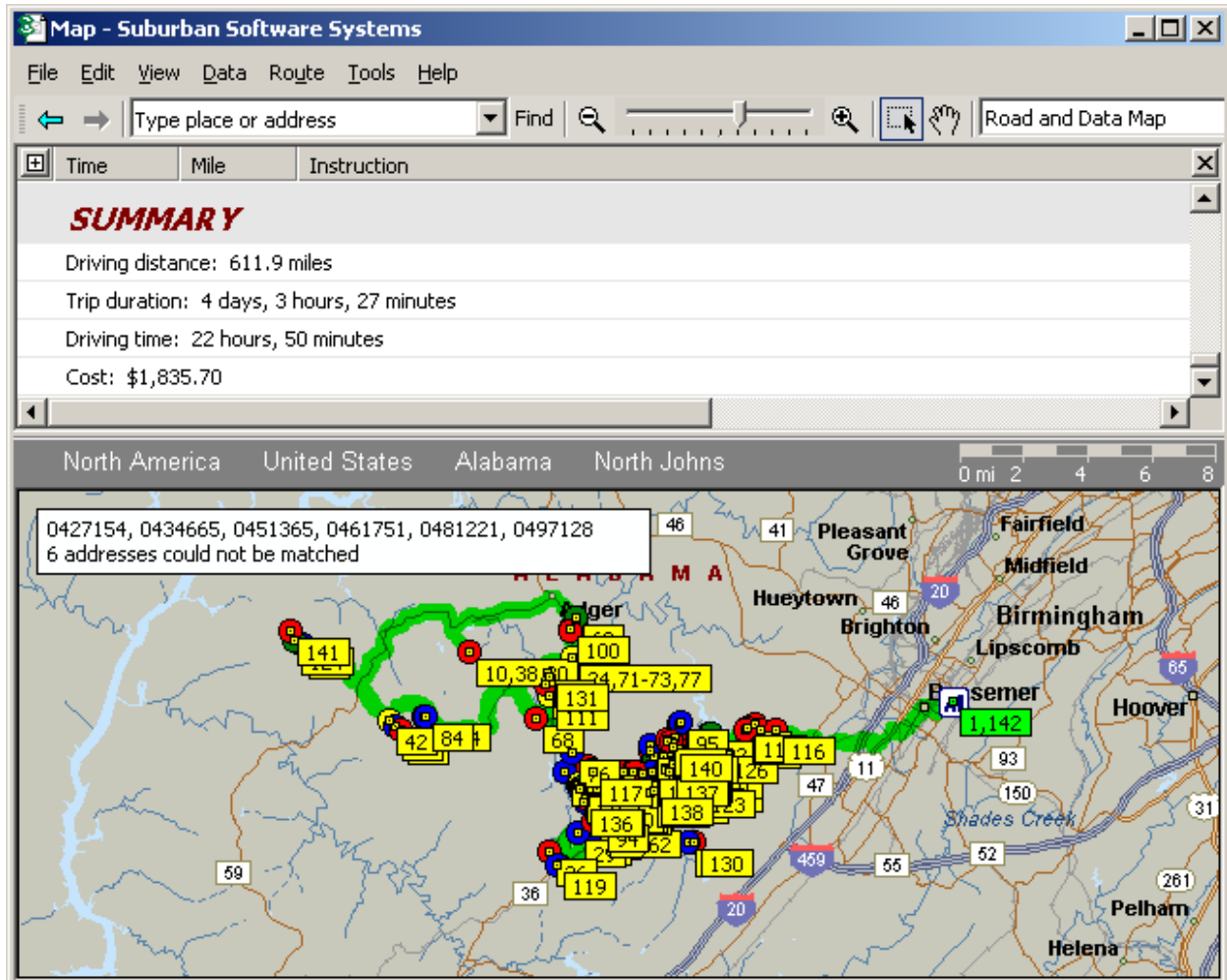
1. Select **Sequence a Route** from the **Map Menu**.



2. Select accounts for a single Branch, Driver, and Route.

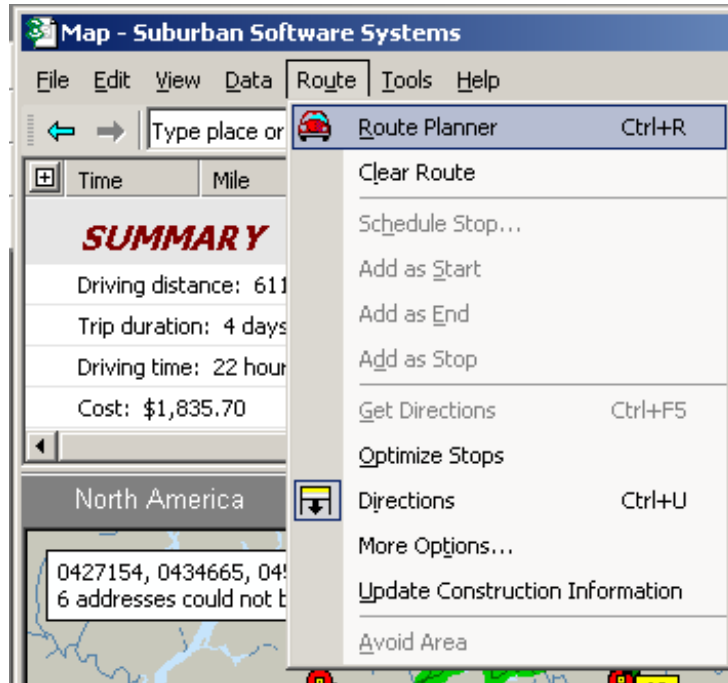


- Depending on how many accounts are in the **Route**, it may take some time to create a **Route** and sequence the customers using the **Route Sequence** in the Master File.

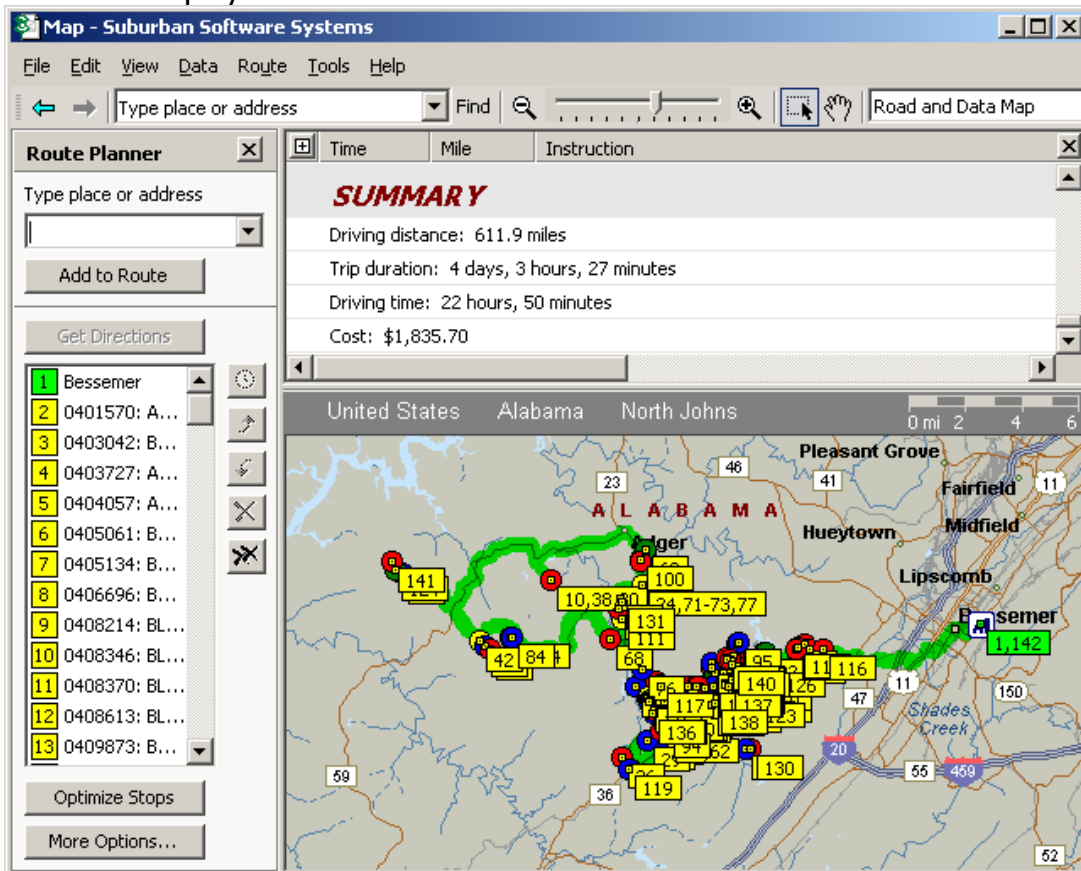


- If there are accounts in the **Route** that have addresses that could not be matched to the map, the account numbers of the accounts will be displayed as show above.
 - Because these accounts aren't on the map they cannot be sequenced.
 - Any unmatched addresses should be corrected or matched manually before proceeding.

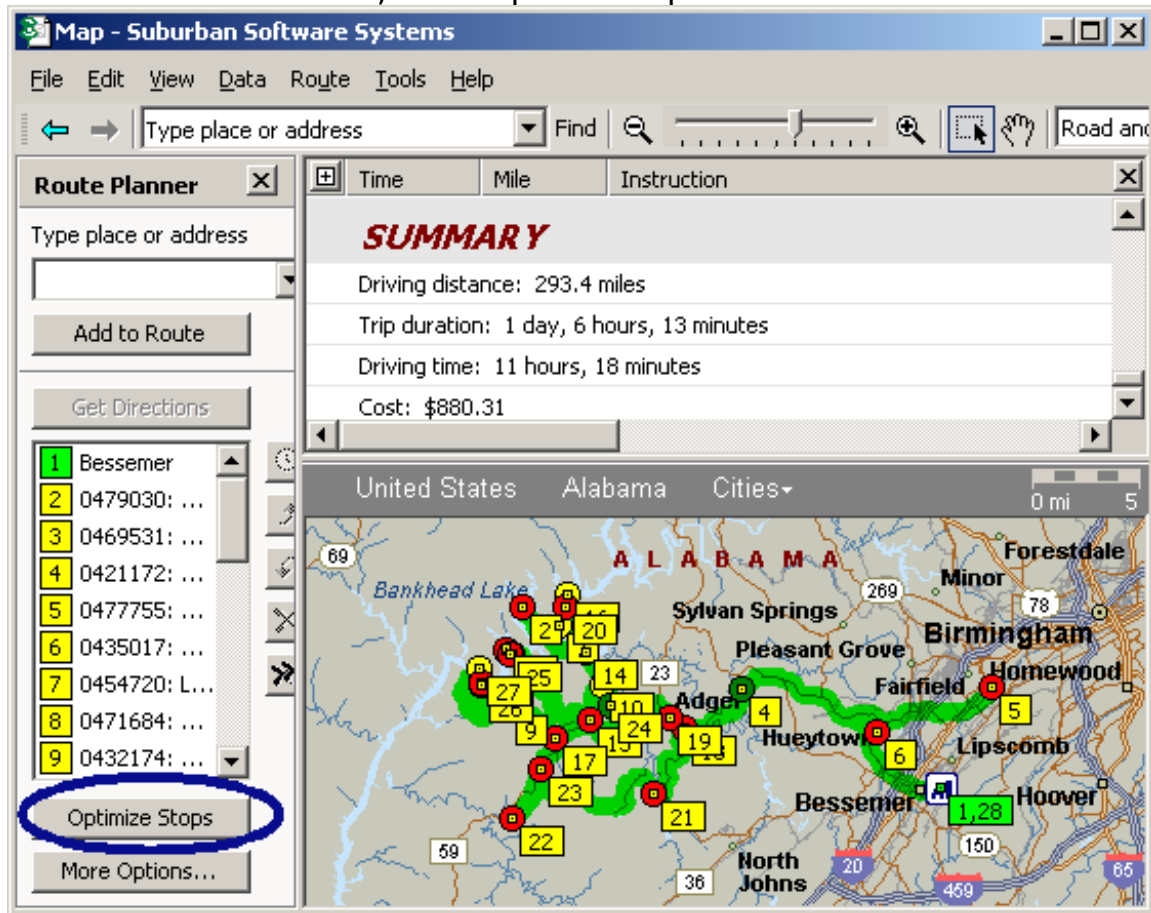
- When all addresses are matched, select the **Route Planner** from the **Route Menu**.



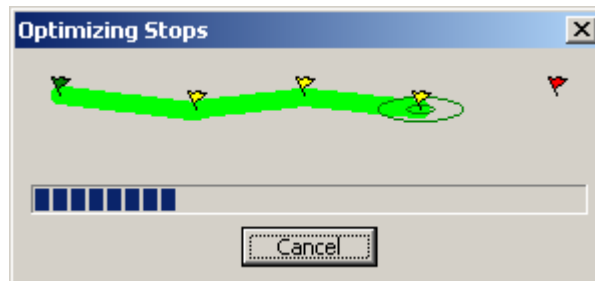
- This will display the **Route Planner**:



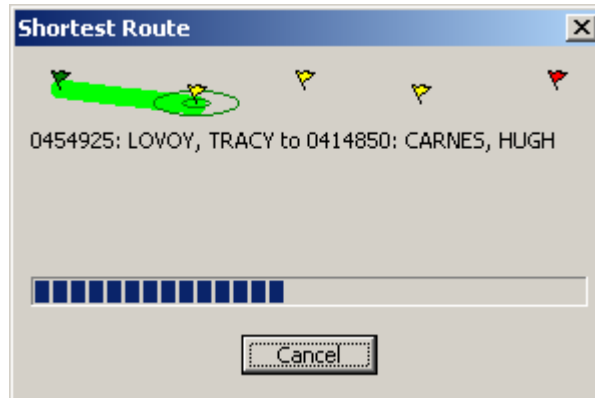
7. In the **Route Planner**, select Optimize Stops.



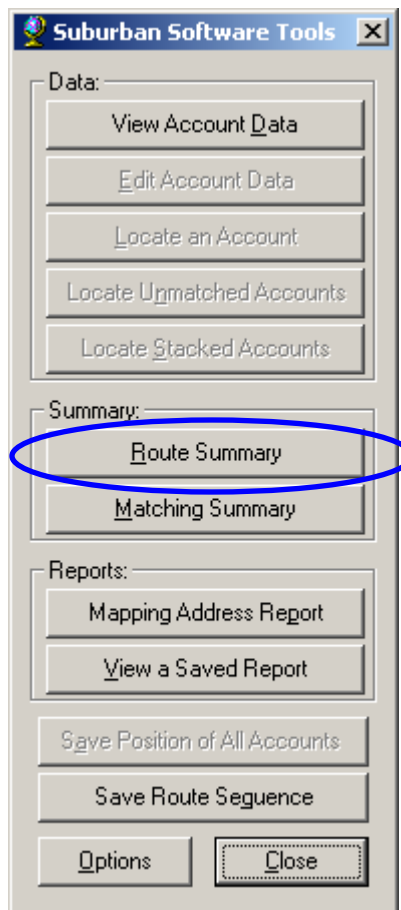
8. A dialog will display that indicates the progress of optimizing the sequence for the Route.



9. Once the stops on the Route are optimized, the mapping software will get the directions for the route.



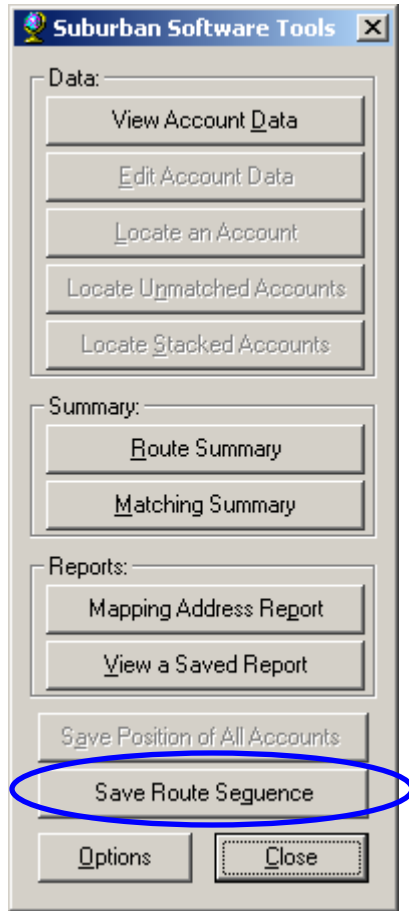
10. Notice the difference in the duration, distance, and cost of delivering to the accounts in this sequence due to optimizing the routes. This summary is displayed by selecting **Route Summary** in the **Suburban Software Systems Tools**.



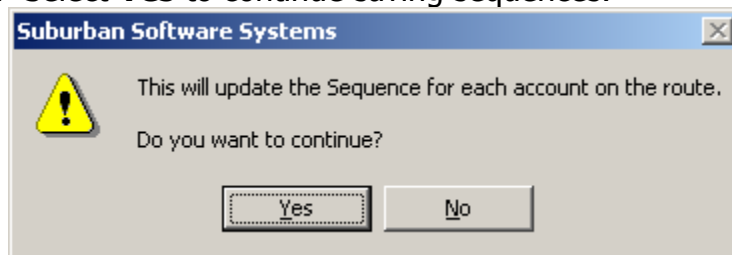
Suburban Software Systems - Route Summary						
Stop	Name	Qty	Total Dist	Total Time	Total Qty	Total Cost
1	Bessemer					
2	0479030: SHIVERS, LARRY	96.0	27.9 mi		96.0	
3	0469531: PICKLE, JOYCE	200.0	43.1 mi		296.0	
4	0421172: CROOKS, STANLEY	33.0	59.1 mi		329.0	
5	0477755: SEBERT, JO ANN	96.0	73.1 mi		425.0	
6	0435017: HANKS, DAVID	96.0	80.1 mi		521.0	
7	0454720: LOONEY, WILLIAM E.	145.0	101.2 mi		666.0	
8	0471684: RAYMOND, ODELL	200.0	114.0 mi		866.0	
9	0432174: GOLDEN, ROBERT	400.0	124.8 mi		1,266.0	
10	0402348: ALLMAN, JOSEPH S.	140.0	132.1 mi		1,406.0	
11	0458599: EVANS, GARY & ALICIA	200.0	140.9 mi		1,606.0	
12	0419410: COOPER, RONALD B.	96.0	155.4 mi		1,702.0	
13	0437826: HATTER, RAYMOND	200.0	164.2 mi		1,902.0	
14	0425348: DRAKE, C. T. JR	200.0	168.1 mi		2,102.0	
15	0436730: HARRIS, DEBRA	200.0	171.4 mi		2,302.0	
16	0469221: PERRY, MARGIE	290.0	171.5 mi		2,592.0	
17	0493432: WATSON, JACKIE	400.0	180.6 mi		2,992.0	
18	0417698: COFFEE, KENNETH E.	198.0	187.6 mi		3,190.0	
19	0456588: MARTIN, W. C.	200.0	188.5 mi		3,390.0	
20	0414753: CAMPANOTTA, ANTHONY	96.0	197.4 mi		3,486.0	
21	0468055: PATE, MONA	200.0	211.6 mi		3,686.0	
22	0466400: PACK, JEFF	200.0	222.4 mi		3,886.0	
23	0451195: KNIGHT, DONALD & TRIST	200.0	225.4 mi		4,086.0	
24	0432786: GOSSETT, DOT	125.0	232.6 mi		4,211.0	
25	0415350: CARRELL, JOHN	200.0	242.5 mi		4,411.0	
26	0419402: COOPER, RON	200.0	256.8 mi		4,611.0	
27	0431100: WATSON, JACKIE	493.0	262.0 mi		5,104.0	
28	Bessemer		293.7 mi	16h 18min	5,104.0	\$880.31

Close

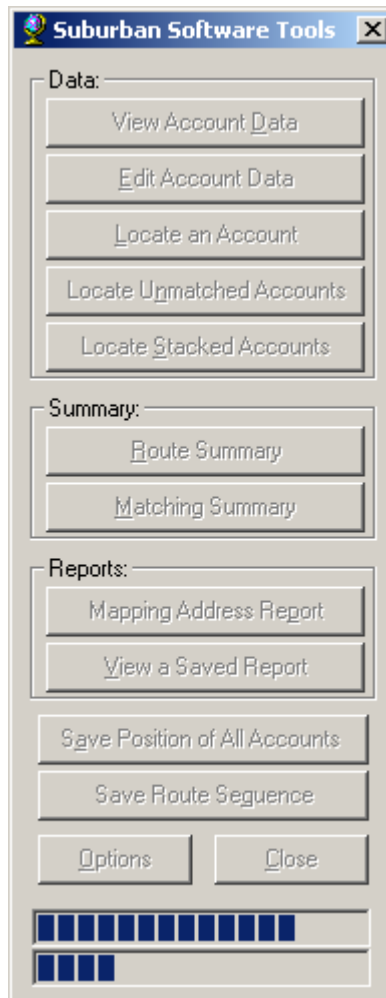
11. In order to save the new Route Sequence to the Master File in the Suburban database, select **Save Route Sequence** from the **Suburban Software Systems Tools**.



12. Because the existing Route Sequence in the Master file will be overwritten, a prompt will appear to verify that the new Route Sequence should be saved to the Master file. Select **Yes** to continue saving sequences.



13. The mapping software will update the Suburban database and will return to the **Map Menu**.

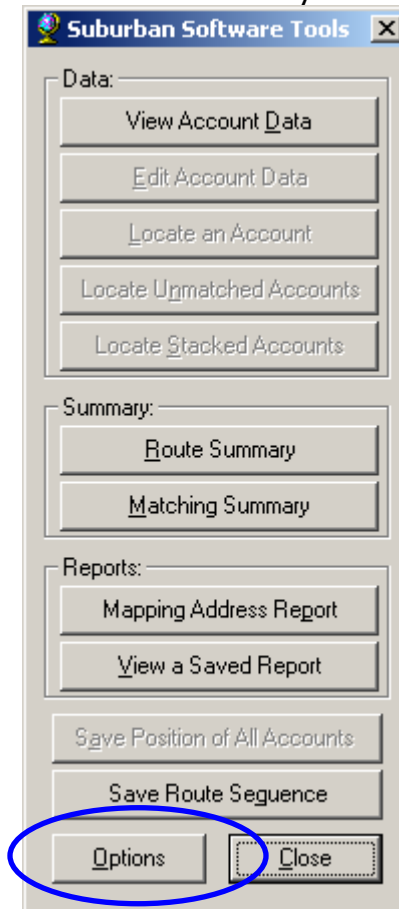


Options

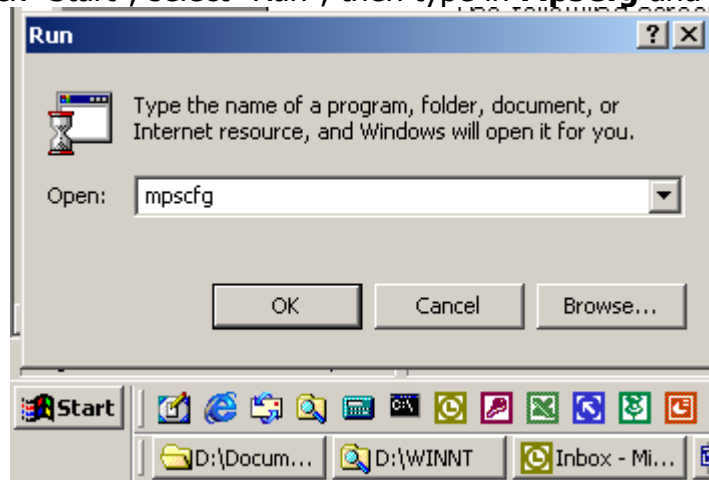
The **Options** for the Suburban Software Systems Tools can be accessed either by:

1. From Within the Mapping Module, or
2. Directly in Windows

1. Select "Options" from the Suburban Software Systems Tools



2. In Windows, click "Start", select "Run", then type in **MpscFg** and click **OK**.



Either method will display the **Options** screen:

To estimate the Route cost based on fuel consumption and price

1. Select **Gallons** or **Liters**.
2. In the boxes next to **City**, first select the unit of fuel consumption (liters per 100 kilometers, liters per 10 kilometers, miles per U.S. gallon, or miles per U.K. gallon), and then type the number of liters or miles your vehicle gets per unit.
3. In the box next to **Highway**, type the number of miles per U.S. gallon (or liters per 100 kilometers, liters per 10 kilometers, or miles per U.K. gallon) your vehicle gets.
4. In the box next to **Cost**, first select the unit base for fuel (per liter, per U.S. gallon, or per U.K. gallon) and then type the average amount you will pay for fuel.

To estimate the Route cost based on fixed costs

1. Select **Distance**, and then type the fixed cost per mile or kilometer.
2. Click **OK**.

Route and road-type preferences

Quickest for the most time-efficient Route for the selected segment


Shortest for a Route of the shortest possible distance for the selected segment

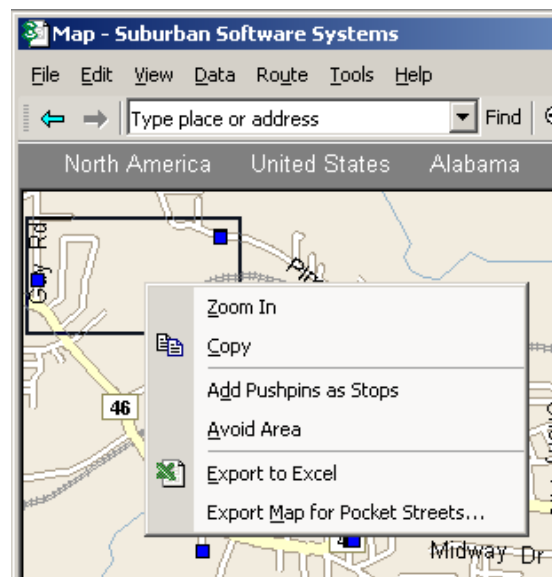
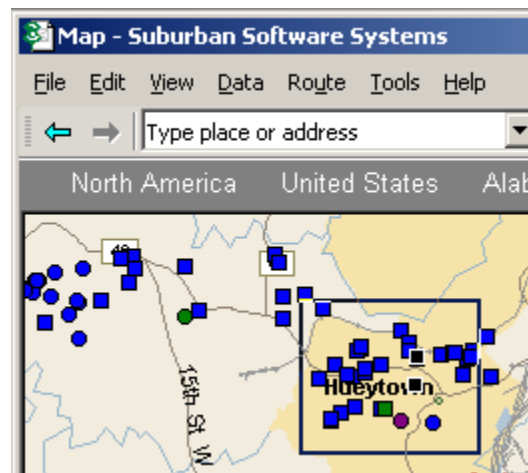
Preferred Roads to assign your road-type preferences to the selected segment

Note: Changing the preference for a Route segment to Preferred Roads has no affect on the Route until you also set road-type preferences.

Frequently Asked Questions

Q: How do I select an area on the Map?

1. On the **Navigation** toolbar, click **Select** .
2. Drag your pointer diagonally on the map to select an area of the map.
3. Do one of the following:
 - a. Click inside the selected area to zoom in.
 - b. Print the selected area of the map by clicking **Print** on the **File Menu**.
 - c. Right-click inside the selected area to open the shortcut menu for more options.



Q: How do I zoom in or out on the Map?

Zooming in or out allows you to get different map views based on altitude. Zooming out increases the altitude and therefore brings more map area with less map detail into view. Zooming in decreases altitude and therefore brings less map area but greater map detail into view.

There are several ways to zoom in and out:

To zoom using	Do this
The mouse	Double-click a place on the map to zoom in on that area.
The Select tool	Select and click the area you want to enlarge on the map.
The Zoom Slider buttons	Click the Zoom Slider buttons to zoom in or out. Drag the Zoom Slider to the left (–) to see less detail in a larger region.
The Zoom Slider	Drag the Zoom Slider to the right (+) to see more detail in a smaller region.
The Location and Scale toolbar	Click on a place name to zoom in or out to that location on the map. On the View menu, point to Zoom, and then click any of the following choices based on which items you want to zoom in or out on: In to see more detail in a smaller region. Out to see less detail in a larger region.
The Zoom menu items on the View menu	To Selection to zoom in on a selected place on the map. To Data to zoom in or out to show all Pushpins and data on the map. To Entire Route to zoom in or out to show a complete calculated Route. To North America to zoom in or out to North America. To 48 States to zoom in or out to the 48 contiguous states of the United States; this excludes Alaska and Hawaii.

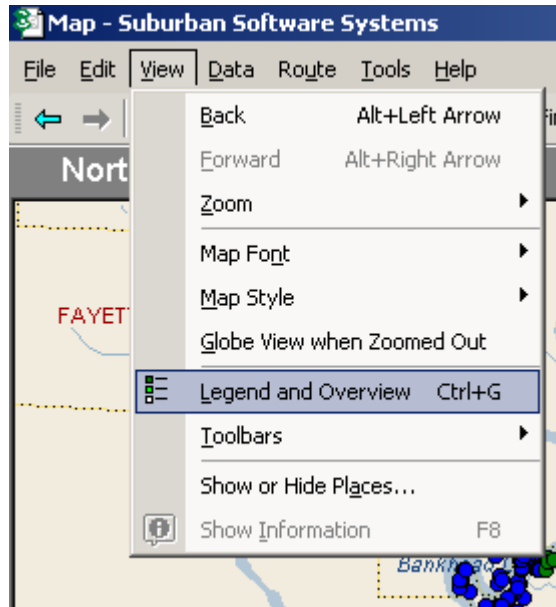
Tip: To return to the previous view, click Back at the top of the MapPoint window. To return to the original view after clicking Back, click Forward.

Q: How do I show the Map Legend?

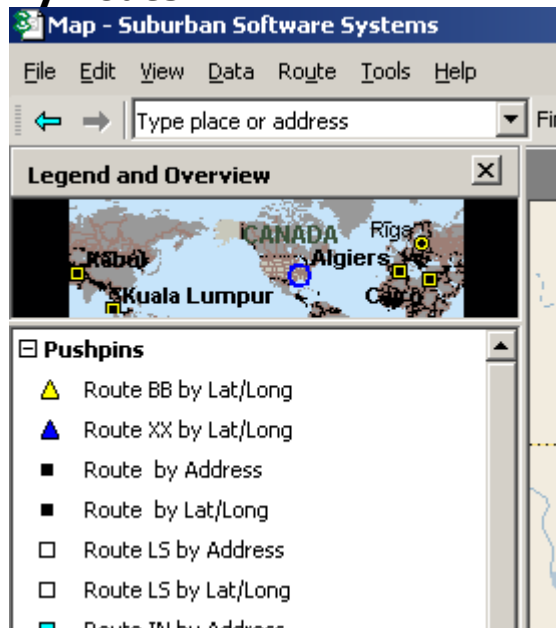
To show the Legend and Overview pane, click **Legend and Overview** on the Standard toolbar. - or -

On the **View Menu**, click **Legend and Overview**.

To hide the Legend and Overview pane, click the "X" in the upper-right corner of the Legend and Overview pane.



Example Legend - By Route:



Example Legend - By Percent Full:

The screenshot shows a map application window titled "Map - Suburban Software Systems". The menu bar includes File, Edit, View, Data, Route, Tools, and Help. A search bar contains the text "Type place or address". The "Legend and Overview" panel is open, displaying a map of the Southeastern United States with various cities labeled. Below the map, the legend is divided into two sections:

- Percent Symbol by Latitude & Longitude:**
 - Green circle: 26% to 41%
 - Yellow circle: 11% to 25%
 - Red circle: 0% to 10%
- Pushpins:**
 - Branch Records by Address (represented by a house icon)
 - Company Records by Address (represented by a factory icon)

On the right side of the application, there is a "Time" panel showing a "Summary:" section with a list of times: 7:00 AM, 7:03 AM, 7:04 AM, 7:06 AM, and 7:06 AM. Below this is a "North" arrow and a small inset map showing "Blue Creek".

Example Legend - By Branch:

The screenshot shows the same map application window. The search bar now contains "Find a Location". The "Legend and Overview" panel is open, displaying a world map with several locations marked with yellow pushpins. Below the map, the legend is divided into two sections:

- Pushpins:**
 - Branch 01 by Address (white circle)
 - Branch 09 by Address (cyan circle)
 - Branch 03 by Address (purple circle)
 - Branch 04 by Address (green circle)
 - Branch 04 by Lat/Long (green circle)
 - Branch 06 by Address (red circle)
 - Branch 02 by Address (yellow circle)
 - Branch 07 by Address (blue circle)
 - Branch Records by Address (represented by a house icon)

Example Legend - By Driver:

Map - Suburban Software Systems

File Edit View Data Route Tools Help

Type place or address Find

Legend and Overview

North A

Oakman

Pushpins

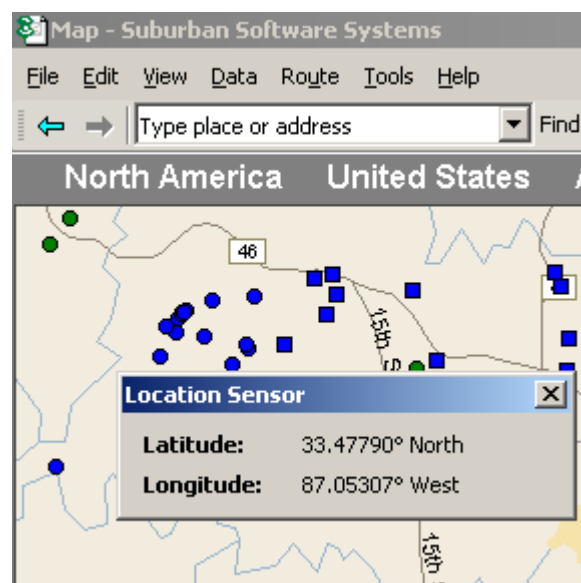
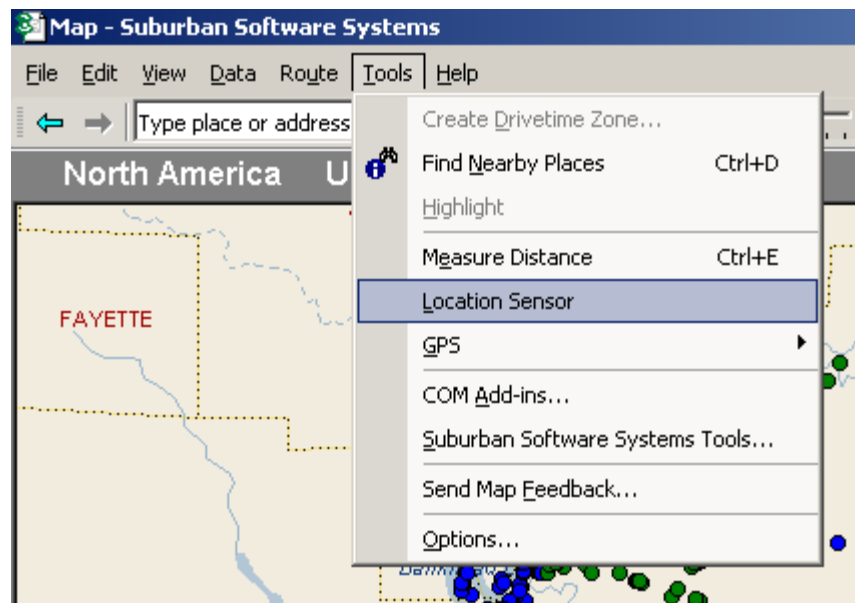
- Driver 0 by Lat/Long
- Driver 9 by Lat/Long
- Driver F by Lat/Long
- Driver by Lat/Long
- Driver 1 by Address
- Driver 1 by Lat/Long
- Driver 3 by Address
- Driver 3 by Lat/Long
- Branch Records by Address
- Company Records by Address

Populated Places

Boundaries

Q: How do I view the Latitude and Longitude of the cursor position on the map?

1. On the **Tools Menu**, click **Location Sensor**.
2. Point to any place on the map.
 - a. The Location Sensor displays the latitude and longitude coordinates for the place you're pointing to.
3. To stop displaying latitude and longitude coordinates, click the "X" in the upper-right corner of the Location Sensor.



Q: How do I determine unmatched accounts on a Route?

It is important to make sure that all accounts for a particular Route are matched before sequencing a dispatch report for that Route on the map. Follow these steps to determine which Routes have unmatched accounts.

Note: If the office doesn't use Routes, send in accounts one Driver at a time.

1. Select **Route Geographical Analysis** from the **Map Menu** in the Propane System.
 - a. If the company you are working with has multiple Branches, you should select a single Branch.
2. Leave the Driver and Route fields blank so all accounts are sent to the map.

ROUTE ANALYSIS

Company Identification Code DMO

Branch Number(s) (Blank for All) 04 ■ ■ ■

Driver Number(s) (Blank for All) ■ ■ ■

Route Number(s) (Blank for All) ■ ■ ■ ■

F7 = Exit ENTER

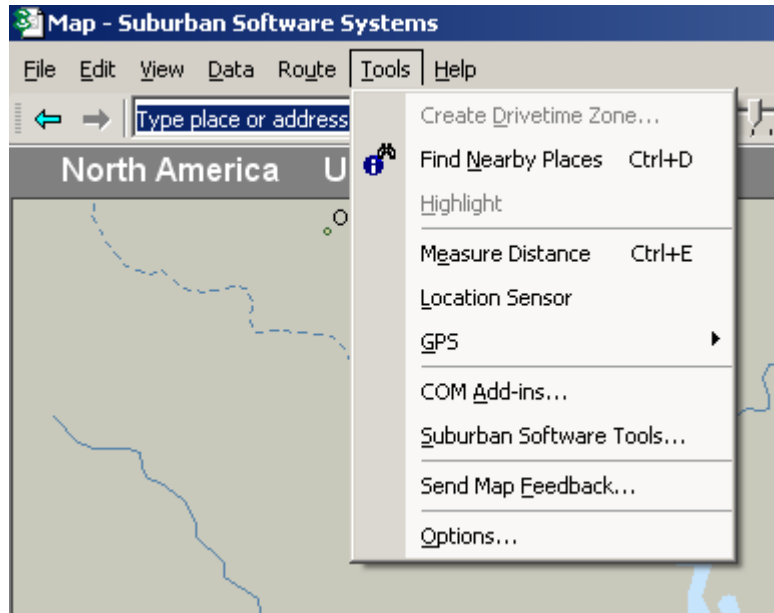
3. Select **Matching Summary** from Suburban Software Systems Tools.

The screenshot shows a window titled "Suburban Software Systems - Matching Summary". Inside the window is a table with the following columns: Symbol, Dataset, Records, Matched, Unmatched, and Skipped. The table lists various datasets and their corresponding matching statistics. A "Close" button is located at the bottom right of the window.

Symbol	Dataset	Records	Matched	Unmatched	Skipped
	Company Records by Adc	1	1	0	0
	Branch Records by Adresse	2	2	0	0
	Route AR by Lat/Long	218	218	0	0
	Route AR by Address	13	1	12	0
	Route MC by Lat/Long	200	200	0	0
	Route MC by Address	20	9	11	0
	Route AD by Lat/Long	137	137	0	0
	Route AD by Address	14	6	8	0
	Route RH by Lat/Long	136	136	0	0
	Route RH by Address	5	5	0	0
	Route MM by Lat/Long	103	103	0	0
	Route MM by Address	30	4	26	0
	Route R8 by Lat/Long	107	107	0	0
	Route R8 by Address	19	0	19	0
	Route TF by Lat/Long	94	94	0	0
	Route TF by Address	14	6	8	0
	Route Gw by Lat/Long	51	51	0	0
	Route Gw by Address	50	0	50	0
	Route BP by Lat/Long	91	91	0	0
	Route BP by Address	3	0	3	0
	Route HB by Lat/Long	66	66	0	0
	Route HB by Address	10	0	10	0

Q: How do I open the Suburban Software Tools?

From the **Tools Menu** in MapPoint select **Suburban Software Systems Tools**.



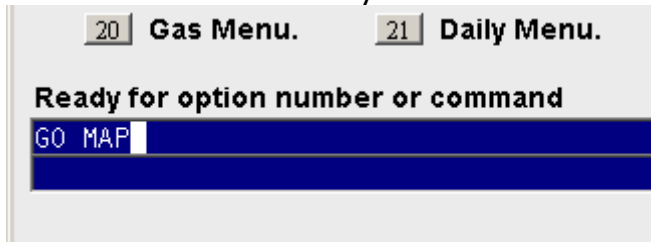
Note: The **Suburban Software Systems Tools** menu item will not be visible unless MapPoint is started by the Propane System.

For example, if you open a map file that you previously saved within MapPoint the **Suburban Software Systems Tools** menu item will not be visible

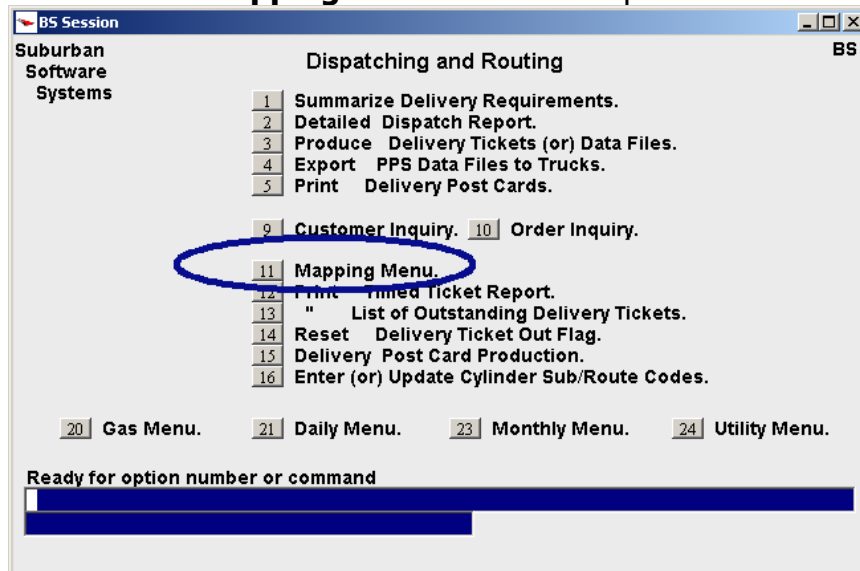
Q: How do I get to the Mapping Menu?

To Access the Mapping functions

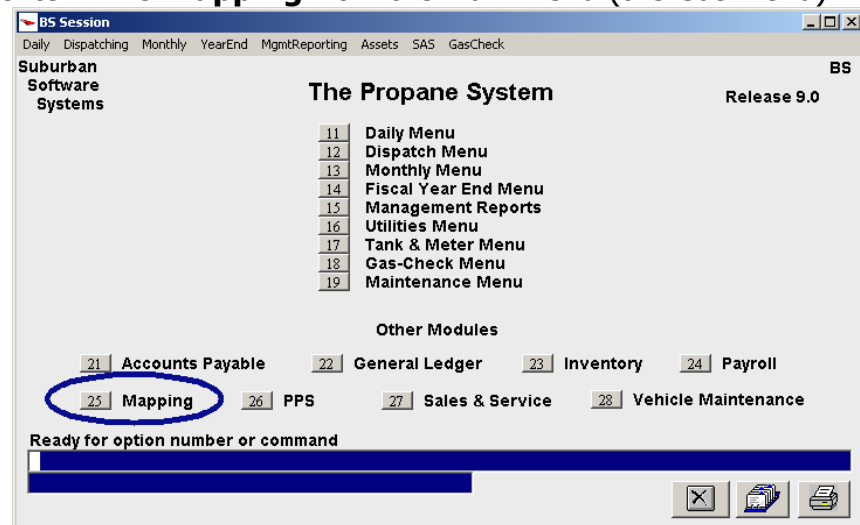
1. Type **GO MAP** or **MENU MAP** at any RPG menu to select the Mapping Menu.



2. Choose item #11 **Mapping Menu** from the Dispatch Menu



- Choose item #25 **Mapping** from the Main Menu (the Gas Menu)



NOTE: To use the Dispatch Report Sequencing features, there is a new Sequence Option in the Detailed Dispatch Report called **Map**.

Q: How do I clear the Latitude and Longitude for a set of accounts?

Select **Clear Map Latitude and Longitude** from the Map Menu in the Propane System

- Enter a specific Branch Number
- If desired, enter a Driver number.
- A specific Route is required (only one Route at a time may be cleared).

BS Session

CLEAR CUSTOMER LAT/LONGS

Company Identification Code DMC

Branch Number (Required) ■

Driver Number (Optional) ■

Route Number (Required) ■

F7 = Exit | ENTER

- The latitude and Longitude in the master file for each account will be cleared. As this clears the Latitude and Longitude, you'll need to send the data to the map and follow the steps to **Match Unmatched Accounts to the Map**.

Q: How do I change the settings for the Directions Window?

You can change the types of information displayed, the size of columns, and the size of the font in the Directions pane.

To

Choose the types of information to display in the Directions pane

Resize a column in the Directions pane

Change the size of the Directions pane font

Show the complete instructions for your Route, including exits

Do this

On the **Tools** menu, click **Options**.
Under **Directions**, select or clear the check box next to each column you want to show or hide.

In the Directions pane, drag a column divider to make the column to the left of it wider or narrower.

On the **Tools** menu, click **Options**.
Under **Directions**, in the **Font size** box, type or select the font size you want.

On the **Directions** pane, click the "+" button in the upper-left corner.
Click this button again to collapse the directions and show only the turn-by-turn instructions.

Q: How do I show or hide construction warnings in directions?

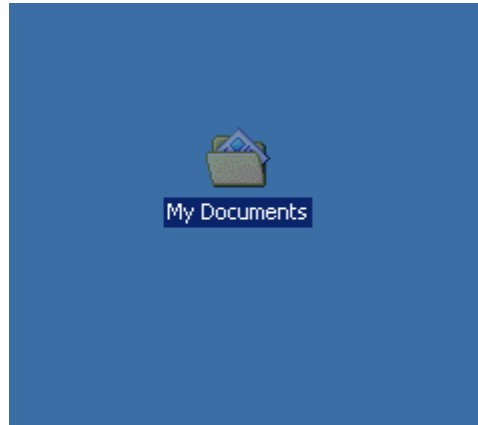
1. On the **Route** menu, click **More Options**.
2. On the **Profile** tab, select or clear the **Display highway construction on Route** check box to show or hide warnings.
3. Click **OK**.

MapPoint automatically shows or hides construction warnings in the driving directions for your Route based on this setting.

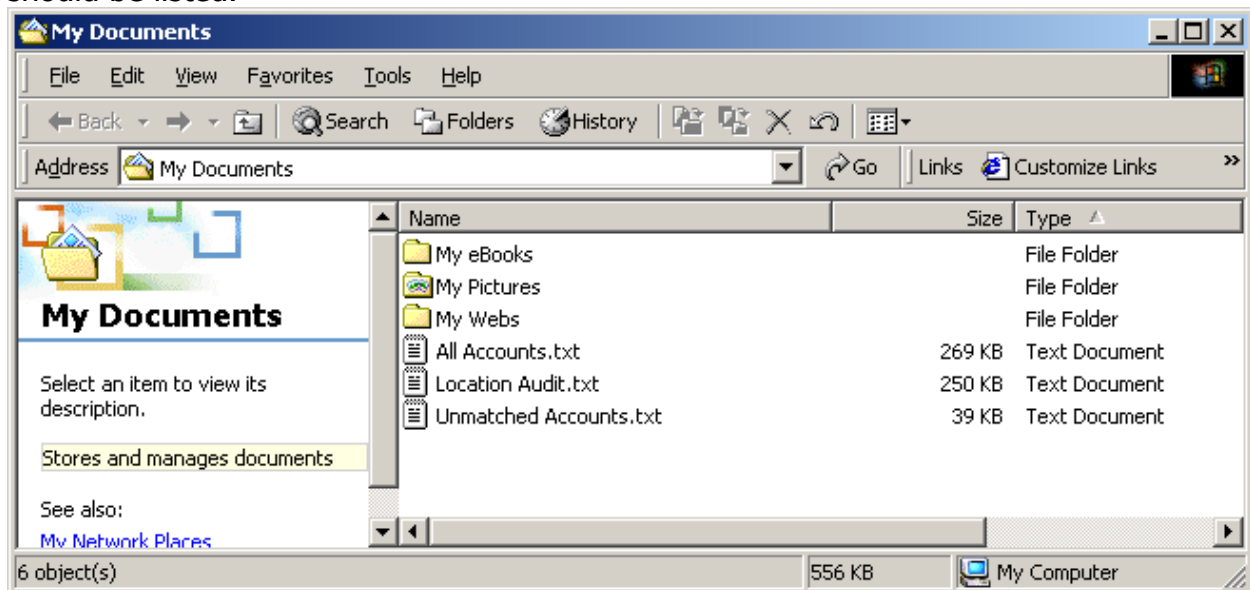
Note: You may need to update road construction information before warnings appear in your driving directions.

Q: How do I open a report in Excel?

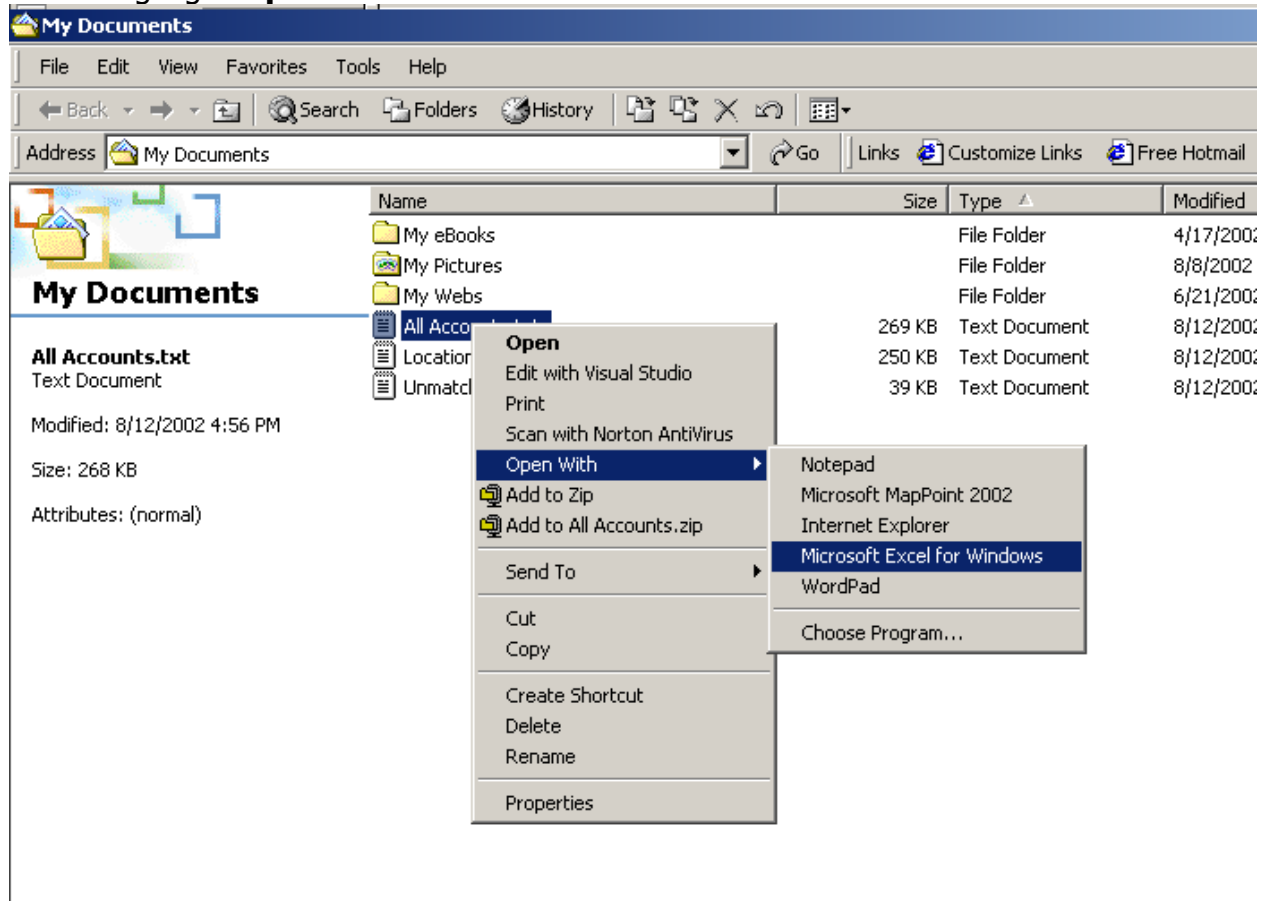
By default, the reports created are saved in the **My Documents** folder for the current user. Also by default, there is a shortcut to this folder on the Desktop. **Double-Click** on My Documents folder.



This will open an instance of Windows Explorer and the reports that have been created should be listed.

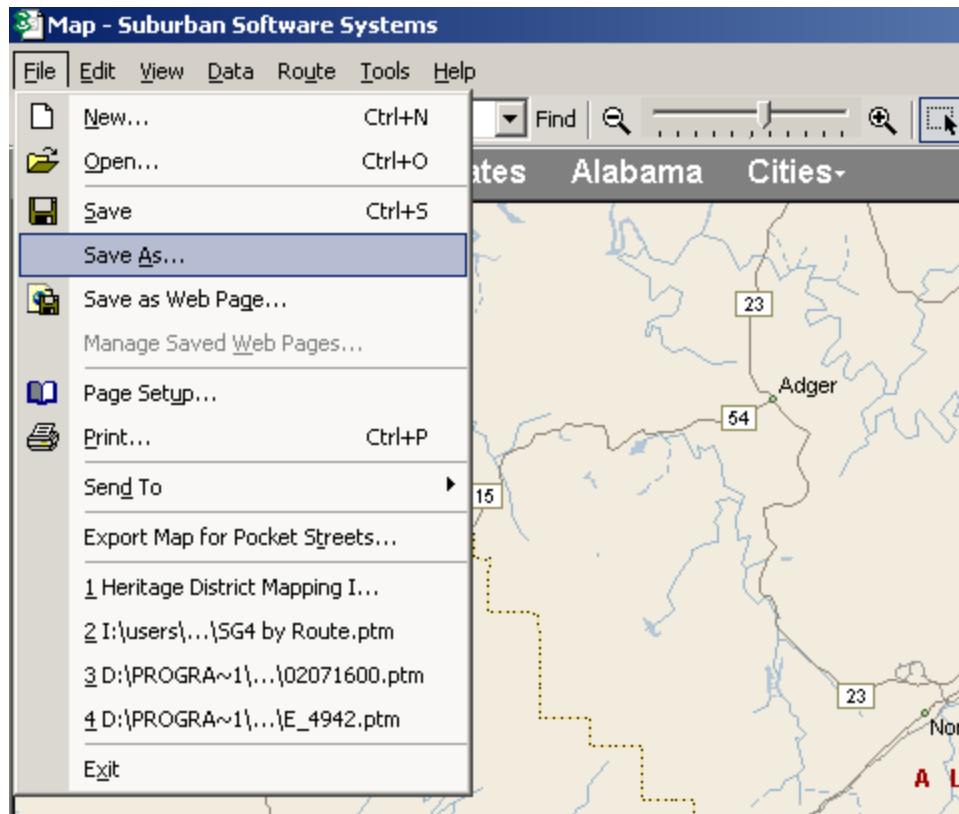


- Find the report you want to open in Excel, and right-click on the file.
- Highlight **Open With** and then select **Microsoft Excel**.



Q: How do I save a map?

1. On the **File** menu, click **Save** or **Save As**.



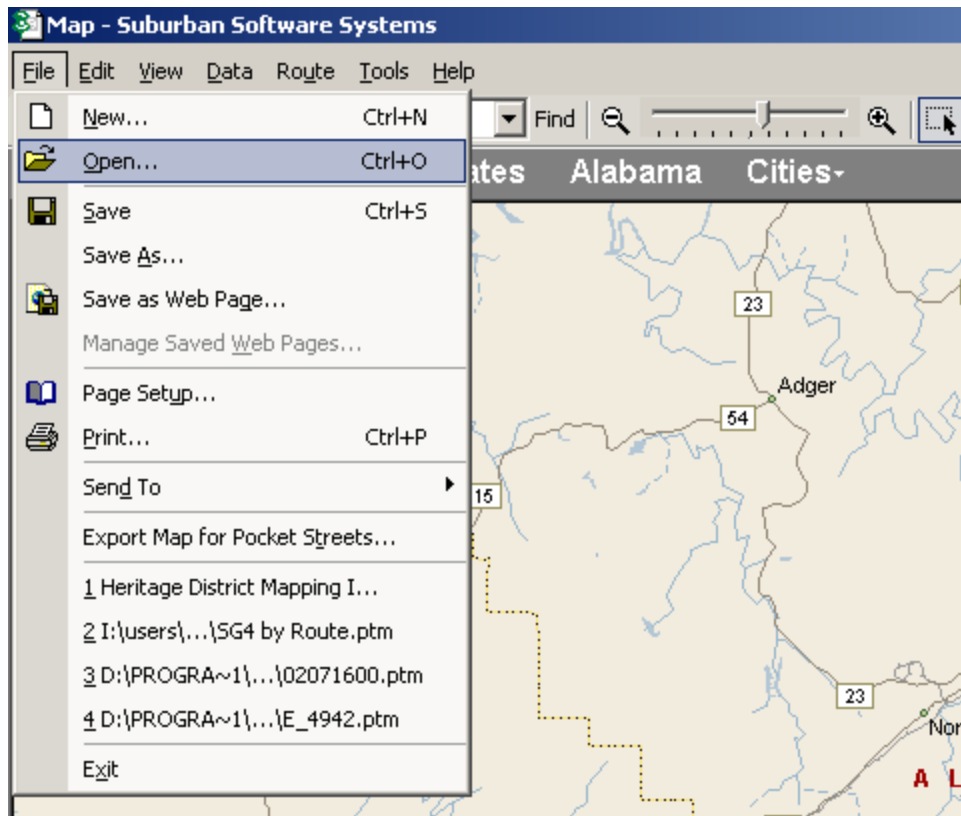
2. In the **Save in** box, type or select the name of the folder where you want to save your map.
3. In the **File name** box, type a new name for the file if applicable.
4. Click **Save**.

Notes

- If you save a map file and want to send it to someone else, the recipient must have a copy of MapPoint to open the map.
- If you want to share a map with someone who doesn't have MapPoint, do one of the following:
 - On the **File** menu, point to **Send To**, and then click **Mail Recipient (as Picture)**.
 - Save the map as a Web page and send it.

Q: How do I open a map I've saved?

1. On the **File** menu, click **Open**.

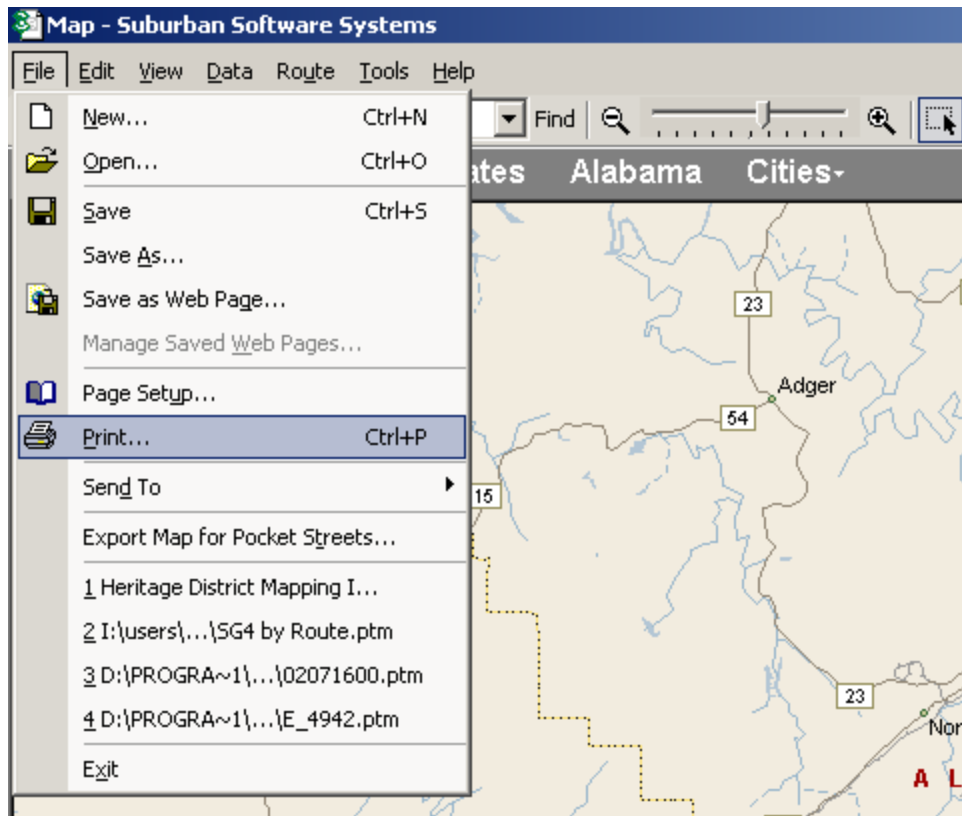


2. In the **Look in** box, type or select the name of the folder that contains your map.
3. Click the map file name in the file list, and then click **Open**.

NOTE: You will not be able to use the Suburban Software Systems Tools to interact with the map.

Q: How do I print a map?

1. On the **File** menu, click **Print**.

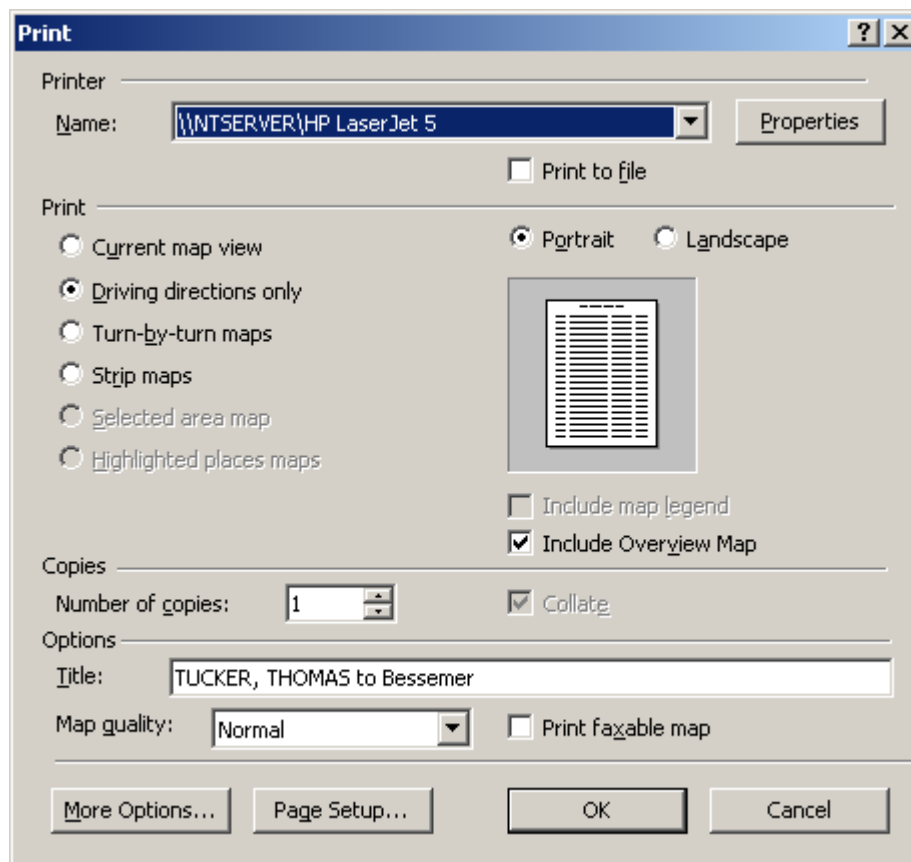


2. Under **Print**, click the type of map you want to print.
3. Click **OK**.

Q: How do I print driving directions?

After creating a Route in MapPoint, you can print driving directions to take with you on the road. **A Route is automatically created when a Dispatch Report is sent to the map from the Mapping Software.**

1. On the **File** menu, click **Print**.
2. Under **Print**, select **Driving directions only**, **Turn-by-turn maps**, or **Strip maps**.



3. Click **OK**.

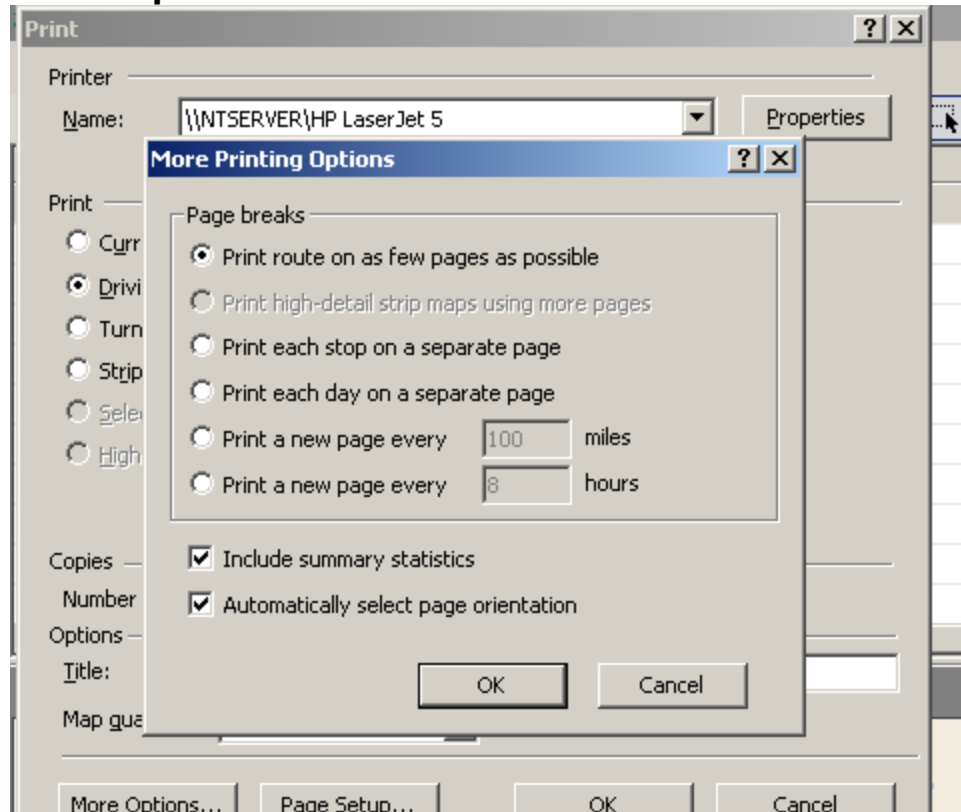
Notes

The page layout preview box in the Print dialog box gives you an idea of how the first page of your printout will look.

Q: How do I print a summary of a Route?

The Route summary includes the total driving distance of the Route, the total duration of the trip, the driving time, and the cost, as based on your Route preferences.

- On the **File** menu, click **Print**.
- Click **More Options**.



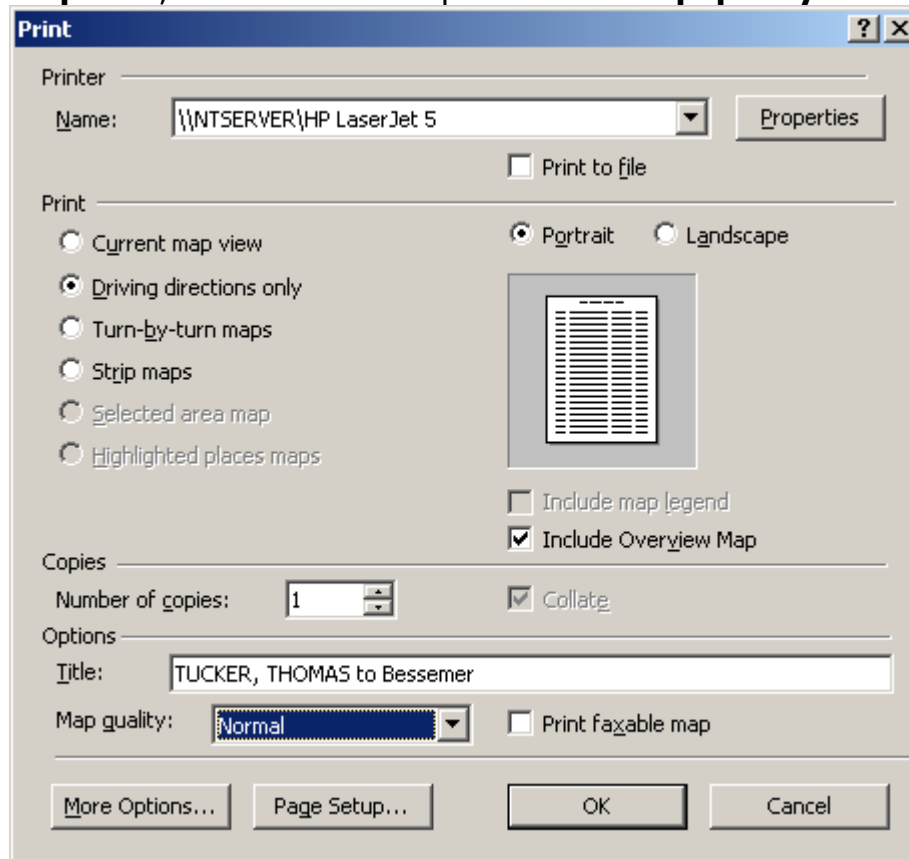
- In the **More Printing Options** dialog box, select the **Include summary statistics** check box, and then click **OK**.
- In the **Print** dialog box, click **OK**.

Notes

You can only print the summary as part of driving directions, turn-by-turn maps, or strip maps for your calculated Route.

Q: How do I set the print quality?

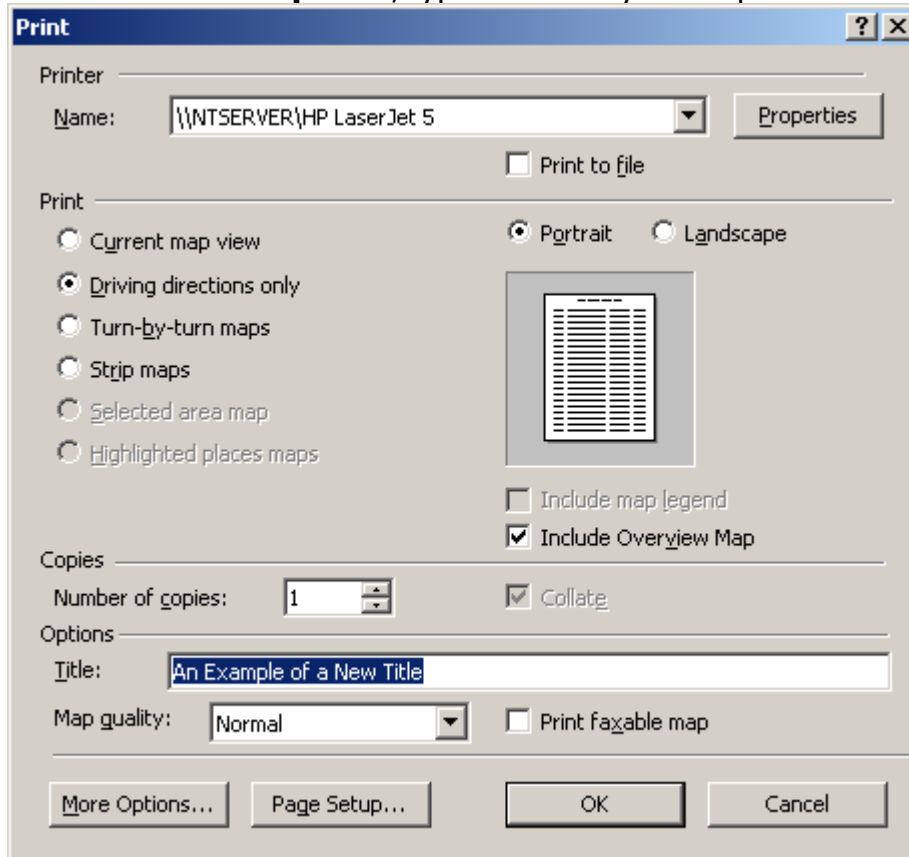
1. On the File menu, click **Print**.
2. Under **Options**, select one of the options in the **Map quality** box:



- a. **Draft** Prints a map at the highest speed with slightly less detail than the other selections.
 - b. **Normal** (default) Prints a map with good detail at an average speed.
 - c. **Presentation** Prints a map with the highest level of detail at a slower speed than the other selections.
3. Click **OK**.

Q: How do I add a title to the printout?

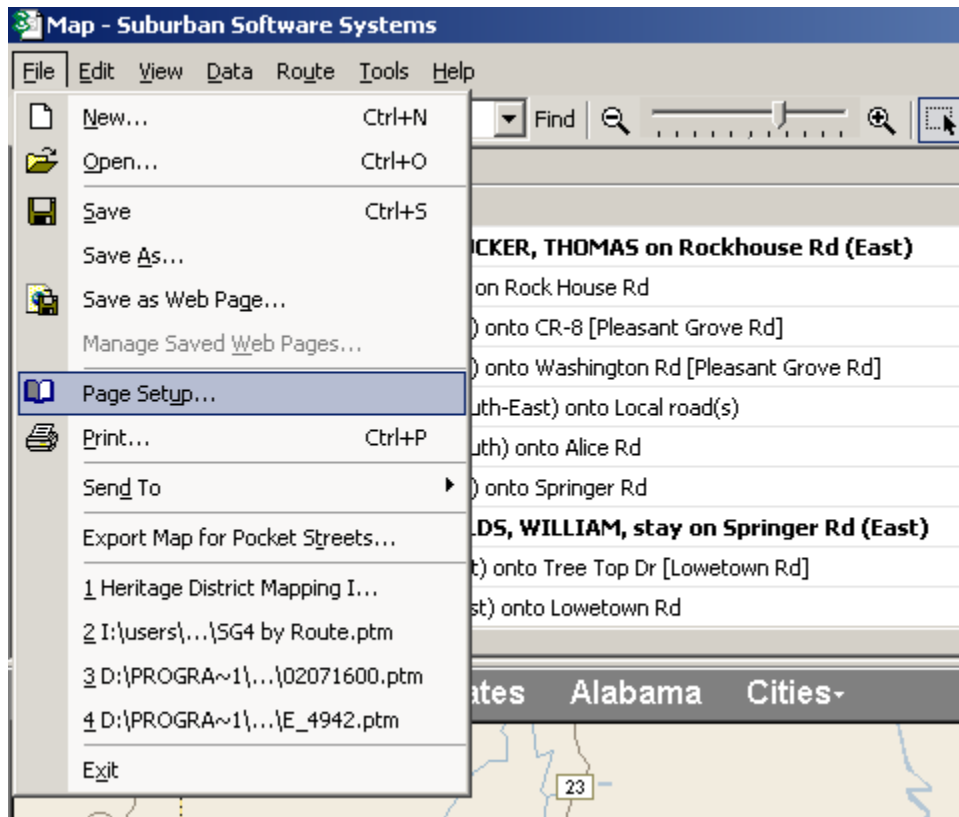
1. On the **File** menu, click **Print**.
2. In the **Title** box under **Options**, type a title for your map or document.



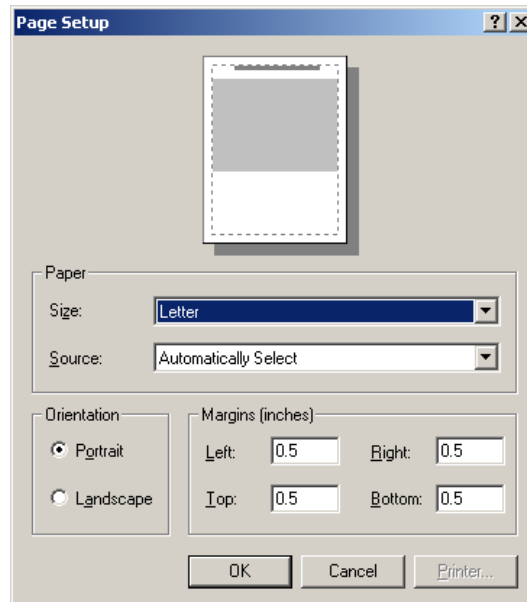
3. Click **OK**.

Q: How do I set the paper size, margins, and page orientation?

1. On the **File** menu, click **Page Setup**.



2. Under **Paper**, do the following:
 - a. In the **Size** box, select the paper size you want.
 - b. In the **Source** box, select the correct paper source.
 - c. Under **Orientation**, click either **Portrait** (for vertical page orientation) or **Landscape** (for horizontal page orientation).
 - d. Under **Margins**, enter values for the **Left**, **Right**, **Top**, and **Bottom** margins.



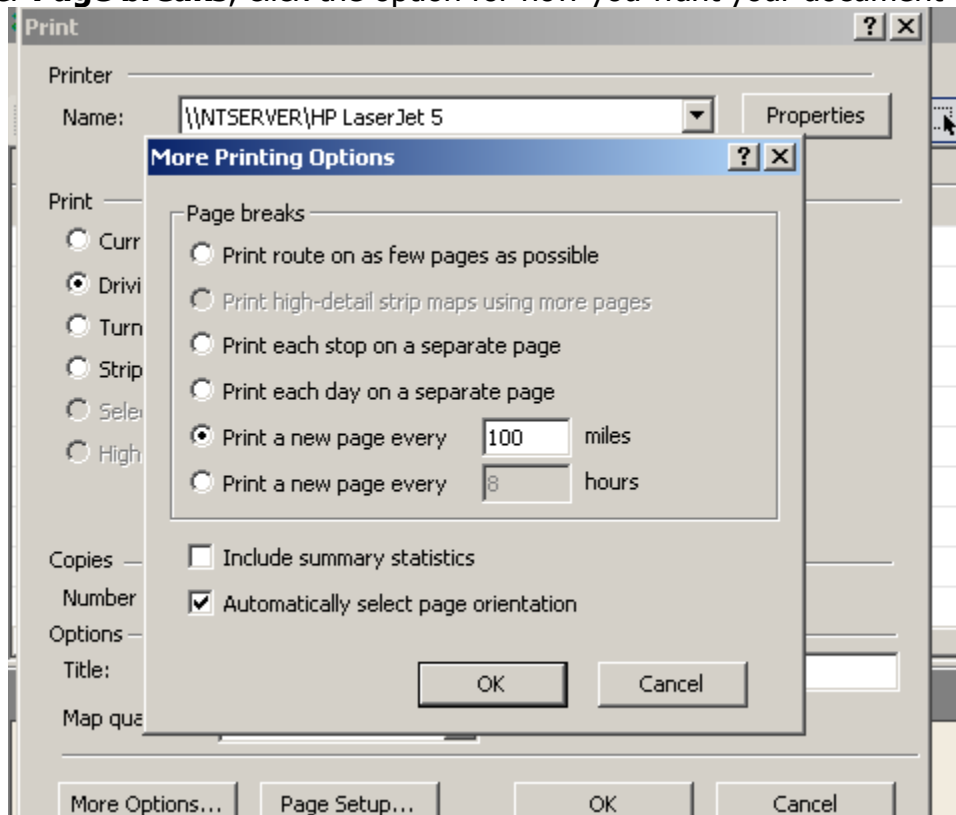
3. Click **OK**.

Tips

- Settings you make in Page Setup become your default print settings. You can change the default settings for a particular print job in the Print dialog box.
- You can also access Page Setup from the Print dialog box.

Q: How do I set page breaks?

1. On the **File** menu, click **Print**.
2. Click **More Options**.
3. Under **Page breaks**, click the option for how you want your document to print.



4. Click **OK**.

Note: These options only apply to maps that contain Routes.

Q: How do I print a report that I am viewing on the screen?

1. The report should already be displayed on the screen:

Mapping Location Report.txt.tmp - WordPad

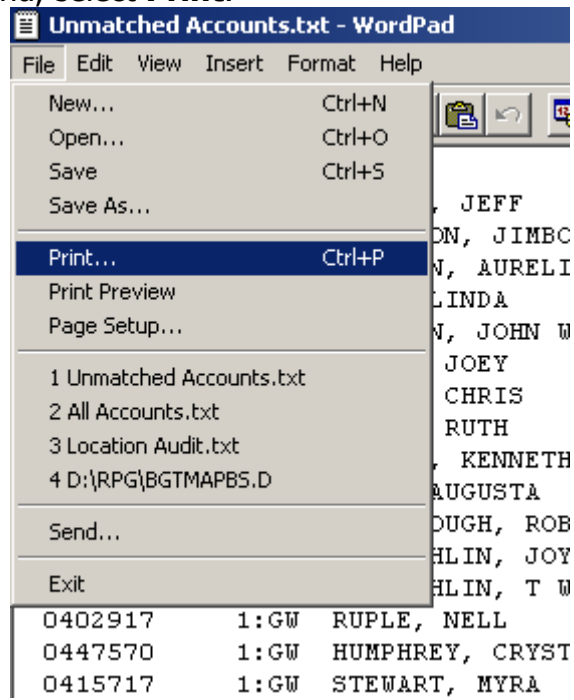
File Edit View Insert Format Help

Account	D-RT	Name	Result
NotShown	100%	141 Matched	03/16/04 11:18 AM
Listed	0%	0 Unmatched	141 accounts sent to the map
Listed	26%	37 Stacked	
Listed	0%	0 PO Box	
Listed	18%	26 Incomplete Address	
Listed	7%	10 Verify Location	
04-50466	3-RH	SHOPE, T. M. Address: 3995 BLACKHAWK RD. City: ADGER State: AL Zip:	INVALID 'ZIP'
04-08493	3-RH	BIVONA, JOHN (DR)	Location is 45.3 mi from address
04-08493	3-RH	BIVONA, JOHN (DR) Address: 1430 3RD AVENUE NORTH City: BESSEMER State: L Zip: 35020 Latitude: 32.74827 Longitude: 86.84788	STACKED
04-14672	3-RH	CAMP, CARL	STACKED
04-14672	3-RH	CAMP, CARL Address: 6518 HARPERS DAIRY LOOP City: REEVESTOWN State: AL Zip: Latitude: 32.74827 Longitude: 86.84788	INVALID 'ZIP'
04-18848	3-RH	COLSTON, ELIZABETH	STACKED
04-18848	3-RH	COLSTON, ELIZABETH Address: 7157 HOLLAND DR City: SHADES VA State: AL Zip: Latitude: 32.74827 Longitude: 86.84788	INVALID 'ZIP'

For Help, press F1

NUM

2. From the File Menu, select **Print**.



Revision History

Date	Version	Initials	Details
September 12, 2002	0	bjs	UseGuide.doc created
June 2, 2003	1.2	bjs	Added graphical Matching Summary
March 16, 2004	1.3	bjs	Added updated Report Options
March 16, 2004	1.4	bjs	Updated screen captures and descriptions
September 14, 2004	1.5	bjs	Modified Procedures, Updated Screens
June 10, 2005	1.6	bjs	Added instructions for Reorganizing Routes