





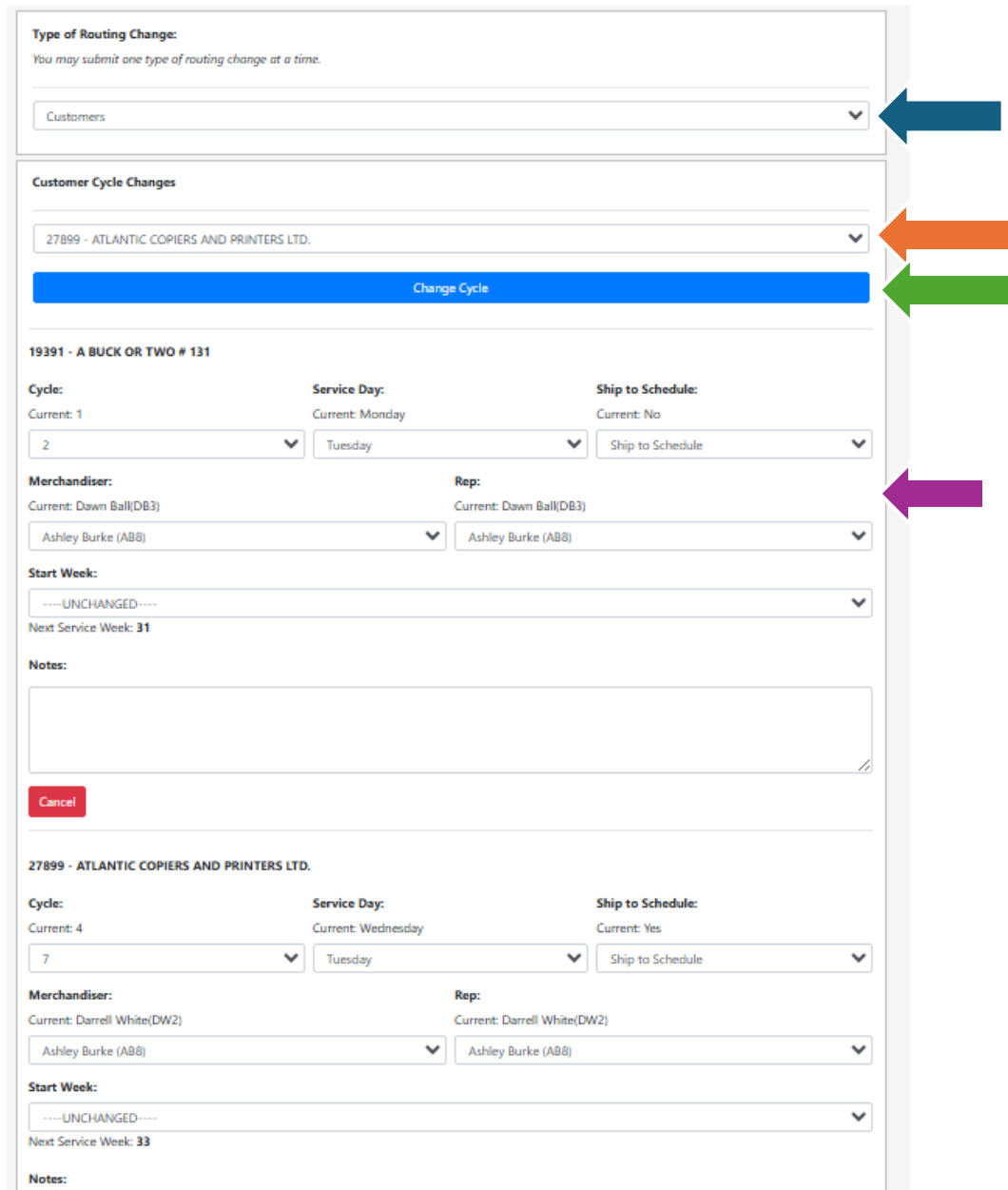


ROUTING USING INTERNAL FORMS

UPDATING ROUTING ON MULTIPLE CUSTOMERS:

1.  Routing Type **Customers**
 2.  Find Customer Number in the List
 3.  Change Cycle
 5.  Make Appropriate Changes
 6.  Select Next Customer in the List
 7.  Change Cycle
 8.  Make Appropriate changes
- ***Review and submit when all changes are added***



The screenshot shows a routing form with two customer entries. The form is divided into sections: 'Type of Routing Change', 'Customer Cycle Changes', and individual customer details. Arrows point to the following fields:

- Blue arrow:** Points to the 'Type of Routing Change' dropdown menu, which is currently set to 'Customers'.
- Orange arrow:** Points to the 'Customer Cycle Changes' dropdown menu, which is currently set to '27899 - ATLANTIC COPIERS AND PRINTERS LTD.'.
- Green arrow:** Points to the 'Change Cycle' button, which is highlighted in blue.
- Purple arrow:** Points to the 'Rep:' dropdown menu for the first customer (19391 - A BUCK OR TWO # 131), which is currently set to 'Ashley Burke (AB8)'.

Customer 1: 19391 - A BUCK OR TWO # 131

Cycle: Current: 1 2	Service Day: Current: Monday Tuesday	Ship to Schedule: Current: No Ship to Schedule
Merchandiser: Current: Dawn Ball(DB3) Ashley Burke (AB8)	Rep: Current: Dawn Ball(DB3) Ashley Burke (AB8)	
Start Week: ---UNCHANGED---		
Next Service Week: 31		
Notes:		

Customer 2: 27899 - ATLANTIC COPIERS AND PRINTERS LTD.

Cycle: Current: 4 7	Service Day: Current: Wednesday Tuesday	Ship to Schedule: Current: Yes Ship to Schedule
Merchandiser: Current: Darrell White(DW2) Ashley Burke (AB8)	Rep: Current: Darrell White(DW2) Ashley Burke (AB8)	
Start Week: ---UNCHANGED---		
Next Service Week: 33		
Notes:		

Cancel

UPDATING ROUTING ON AREAS:

Use this only if moving full area from one rep to another

Routing Change Request (CA)

Type of Routing Change:
You may submit one type of routing change at a time.

Areas

Change Areas

BONAVISTA (NL3210)

Move

NL3210 - BONAVISTA
[View Customers \(31\)](#)

Merchandiser: Ron Dawe (RD1)	Rep: Ron Dawe (RD1)
Move to: ----UNCHANGED----	Move to: ----UNCHANGED----

Do you have any notes about this change?

Additional notes

Cancel

Your Name:
Ashley Burke

Your Email:
aburke@alinegreetings.com

Your Signature:

Clear Signature

Additional Notes/Comments

UPDATING ROUTING ON REPS/MERCHANDISERS:

If you use this one you select customer numbers that are **not** moving to the new rep.

Type of Routing Change:
You may submit one type of routing change at a time.

Reps/Merchandisers

Move All Accounts from one Merchandiser/Rep to Another

Brenda Fardy (BF)

Move Accounts

Move Accounts From:
Brenda Fardy (BF)

To:
Amy Kerrivan (AK2)

If there are specific accounts you don't want moved, check them off below:

- 34807 - KENNEDYS STORE # 7033621
- 39860 - M.A.E.'S VARIETY
- 38262 - MARIES MINI MART
- 11549 - NEEDS # 0421
- 33914 - PHARMACHOICE # 453 - KELLIGREWS

Do you have any notes about this change?

Additional notes

Cancel