

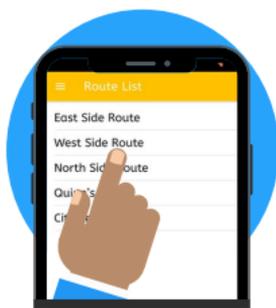


# HOW TO CHANGE ROUTE STATUS & NAME



## SELECT THE ROUTE

Navigate to the Route List.  
Choose the Route (aka "Work Order")  
you want to copy.



## SLIDE ROUTE TO LEFT

Slide the Route to the left.  
Tap the  button.



## EDIT THE NAME

Edit, delete, or add on to  
the existing route name



## CHOOSE A STATUS

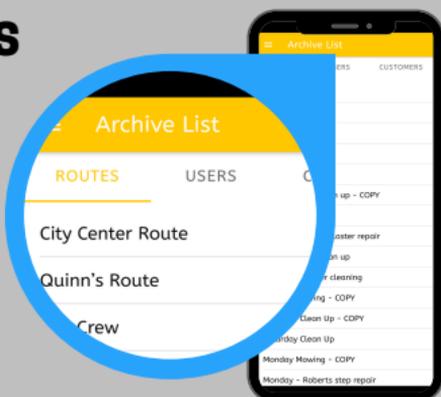
Select a Status from the  
drop down list. Tap "OK"



## ROUTE STATUS OPTIONS

### Complete/Archive

Completed Routes will be in the  
Archive List.  
Archived Routes can be reused  
and even reactivated!



### Draft & Active

Admin users will see both draft and  
active routes in Route List.

Regular users will only  
see active routes.

