



ElasticRoute

# Quick Start Guide

## ElasticRoute at a Glance

### Detrack Overview

This quick start guide will provide the basic information to start using ElasticRoute.

There are 3 basic setups required:

1. [Setting Up Of Location And Timezone Of Your Plan Area](#)
2. [Adding Depot](#)
3. [Adding Vehicle](#)

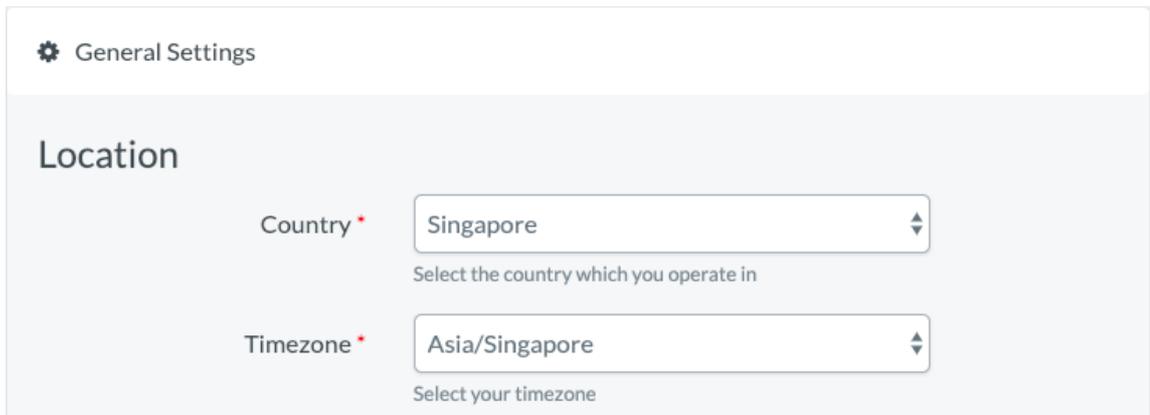
After the basic settings, you may proceed with the addition of stops for [Planning And Routing](#).

### Part 1 – Setting Up Of Location And Timezone

To begin route planning, you are required to set the location and timezone of your business operation or plan area. Timezone setting is needed for the system to generate various estimated time of arrivals (ETA) for your planned routes.

Step 1: Navigate to Settings > General.

Step 2: Enter your Country and Timezone into the fields.



The screenshot shows the 'General Settings' page with a 'Location' section. It contains two dropdown menus: 'Country' with 'Singapore' selected and 'Timezone' with 'Asia/Singapore' selected. Below each dropdown is a small instruction: 'Select the country which you operate in' and 'Select your timezone'.

Step 3: Click Save.

\*The rest of the settings may be omitted.

For more information, please refer to [General Settings](#).

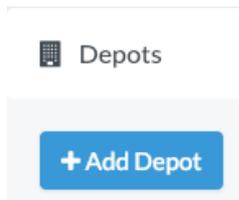
### Part 2 – Adding Depot

Depot can serve as starting and ending points for your delivery / collection jobs. You may also use it to define your warehouse.

Step 1: Navigate to Settings > Depots.

Step 2: Click the Add Depot button.

## ElasticRoute Quick Start Guide



Step 3: Key in the Name and Address for your depot. You may click-and-drag the map marker to pin-point the location.

+ Add Depot

Name \*   
Enter a name for your depot

Address \*   
Search for address or drag map marker to pinpoint location

Latitude: 1.4198294 Longitude: 103.7963844

Step 4: Click Save.

Depots

Show 10 entries

No.	Name	Address	Latitude	Longitude	Default		
1	Mandai Depot	Mandai Depot	1.41982940	103.79638440	Yes	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous 1 Next

For more information, please refer to [How To Add Depot / Warehouse.](#)

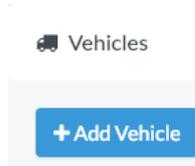
### Part 3 – Adding Vehicle

## ElasticRoute Quick Start Guide

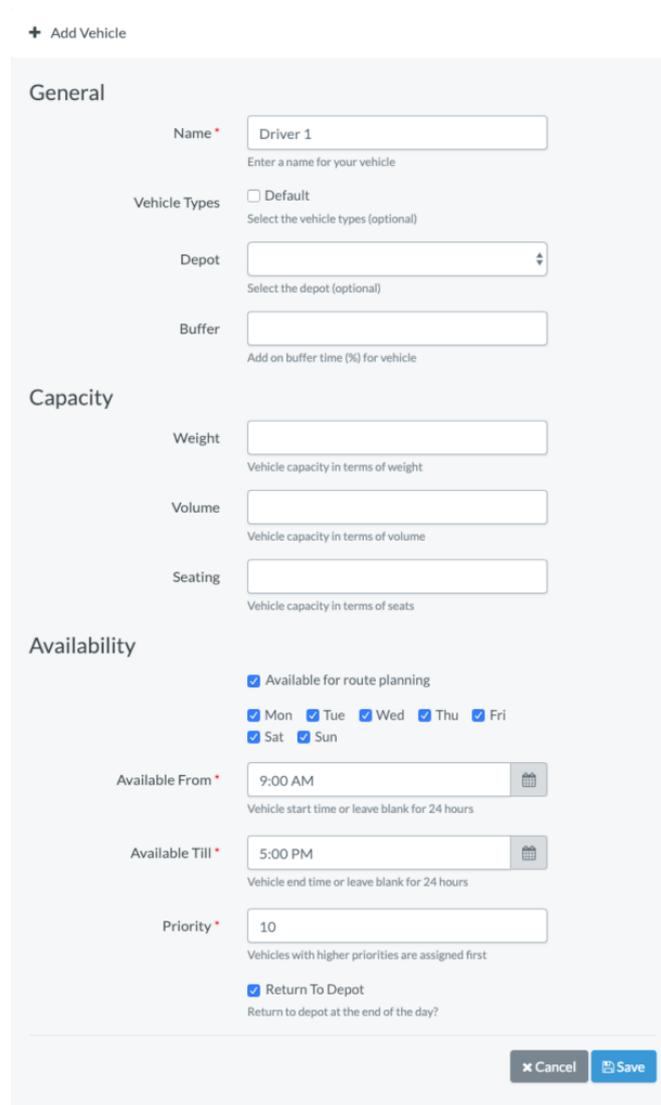
To add vehicle for planning and routing, follow the steps below.

Step 1: Navigate to Settings > Vehicle.

Step 2: Click the Add Vehicle button.



Step 3: Key in the Name for your vehicle.

A screenshot of the 'Add Vehicle' form. The form is titled '+ Add Vehicle' and is divided into several sections: 'General', 'Capacity', and 'Availability'. In the 'General' section, there is a 'Name' field with the value 'Driver 1' and a 'Vehicle Types' section with a 'Default' checkbox. Below that is a 'Depot' dropdown menu and a 'Buffer' input field. The 'Capacity' section includes 'Weight', 'Volume', and 'Seating' input fields. The 'Availability' section has checkboxes for 'Available for route planning' and days of the week (Mon-Sun), 'Available From' and 'Available Till' time pickers, a 'Priority' input field with the value '10', and a 'Return To Depot' checkbox. At the bottom right, there are 'Cancel' and 'Save' buttons.

\*The rest of the information may be omitted.

For more information, please refer to [How To Add Vehicles](#).

Step 4: Click Save.

# ElasticRoute Quick Start Guide

Vehicles

Vehicle has been created!

[+ Add Vehicle](#) [Import from Detrack](#) [Edit All Vehicles](#)

Show  entries Search:

No.	Name ↑↓	Types	Weight ↓	Volume ↓	Seating ↓	Buffer ↓	Depot ↓	Available	Available From ↑↓	Available Till ↑↓	Priority ↑↓		
1	<a href="#">Driver1</a>							Mon Tue Wed Thu Fri Sat Sun	9:00 AM	5:00 PM	10		

Showing 1 to 1 of 1 entries Previous **1** Next

## Planning And Routing

After the addition of the depot and vehicle, you may start entering the stops for planning. There are 2 main ways to create the stops:

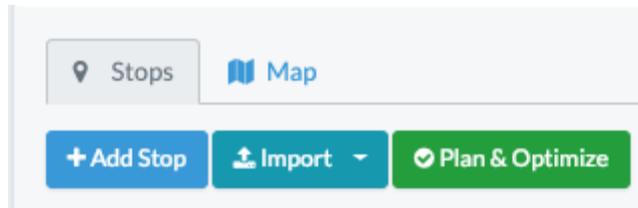
- [Manual Addition Of Stops](#)
- [Importing Of CSV File To Create Stops](#)

### Manual Addition Of Stops

Step 1: Click on Calendar.

Step 2: Select the date of your choice.

Step 3: Click Add Stop.



# ElasticRoute Quick Start Guide

## Step 4: Enter Date, Name, and Address.

**+ Add Stop**

**Date \***    
Select the date

**Name \***   
Enter a name for your stop (unique for the day)

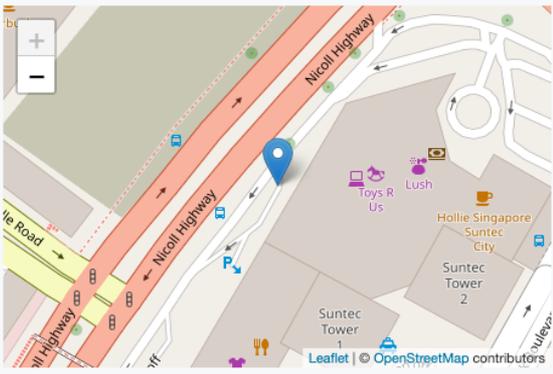
**Vehicle Type**   
Hint: if stop can only be serviced by a specific type

**Depot**   
Select depot

**Time Window**   
Select time window

**Address \***    
Enter the stop address

**Q Search**

**Location \***   
Map showing Suntec City area with a location pin. Labels include Nicoll Highway, Suntec Tower 1, Suntec Tower 2, Suntec City, and various shops like Toys R Us and Lush.

**Lat: 1.29605212**      **Lng: 103.85817016**

**Weight Load**   
Load in terms of weight

**Volume Load**   
Load in terms of volume

**Seating Load**   
Load in terms of seats

**Service Time (mins)**   
Service time required at this stop e.g. 15 (mins)

**Cancel** **Save**

## ElasticRoute Quick Start Guide

\*Locate the address with map marker if needed by clicking Search or dragging the map marker.

Refer to the following links for more information:

- [How To Use Vehicle Type For Your Special Deliveries](#)
- [How To Add Depots](#)
- [How To Set Time Windows](#)
- [How To Set Vehicle Capacity](#)

Step 5: Click Save to return to the summary page.  
(Please repeat Step 3 to 5 to create two more stops.)

Fri, 05-Apr 19

Stops Map

+ Add Stop Import Plan & Optimize Actions Export

100%

All Planned Exceptions

Show 100 entries Search:

No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception		
1	Suntec City	3 Temasek Blvd, Singapore 038983										
2	Singapore Expo	1 Expo Dr, Singapore 486150										
3	Junction 8	9 Bishan Pl, Singapore 579837										

Showing 1 to 3 of 3 entries Previous 1 Next

Step 6: Click on Plan & Optimize.

Once the planning is completed, the rows will turn pale green with the relevant information such as Run, Seq and ETA being generated.

Stops Map

+ Add Stop Import Plan & Optimize Actions Export

100%

All Planned Exceptions

Show 100 entries Search:

No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception		
1	Junction 8	9 Bishan Pl, Singapore 579837	AM	Driver1	1	1	9:12 AM (12 mins)		Mandai Depot			
2	Suntec City	3 Temasek Blvd, Singapore 038983	AM	Driver1	1	2	9:21 AM (9 mins)		Mandai Depot			
3	Singapore Expo	1 Expo Dr, Singapore 486150	AM	Driver1	1	3	9:37 AM (16 mins)		Mandai Depot			

Showing 1 to 3 of 3 entries Previous 1 Next

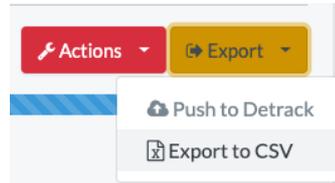
Notes:

- The Run will correspond to the ordered sequence grouping of stops planned for the driver to form a route.

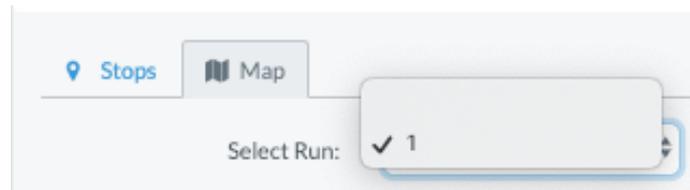
## ElasticRoute Quick Start Guide

- The Seq refers to the Sequence / Order of the stop in the run. Your driver may follow this sequence number to perform the optimized delivery.

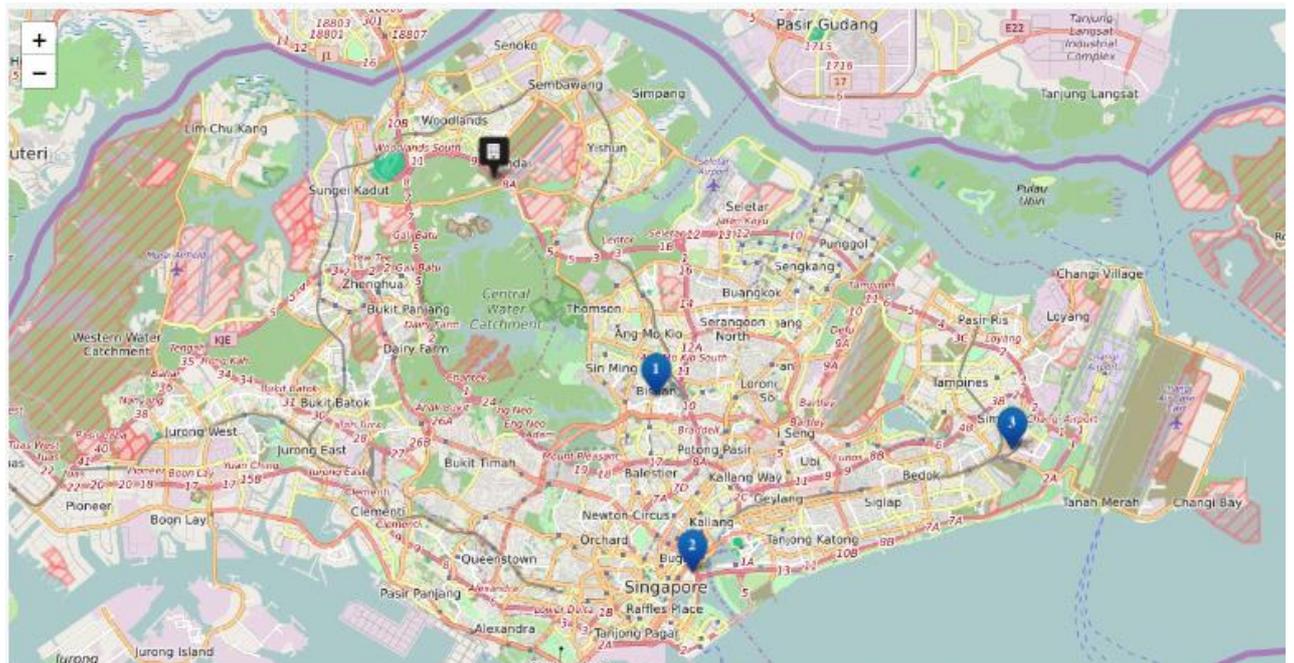
Step 7: To export the data out, you may click on the Export button, and select Export to CSV.



Step 8: To view the locations of the stops on the map, click on Map > Select a run number.



The optimized route would be shown in the map below.



### Importing Of CSV File To Create Stops

If you happen to have a CSV file for upload, you may choose to upload it for the creation of Stops.

[Click to download CSV Template For Creating Stops](#)

Step 1: Prepare a CSV file.

## ElasticRoute Quick Start Guide

For example:

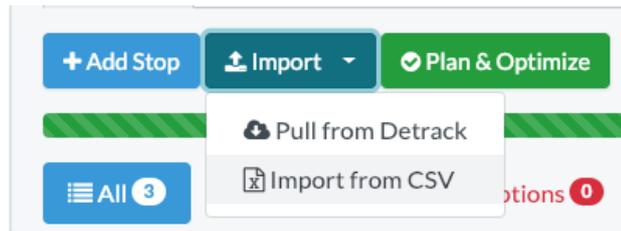
Name	Address 1	Address 2	Address 3	City	State	Postal Code	Country	Latitude	Longitude	Weight Load	Volume Load	Seating Load	Service Time	Depot	Group
Suntec City	3 Temasek Blvd			Singapore	Singapore	038983	Singapore	1.2946918	103.859158						
Singapore Expo	1 Expo Dr			Singapore	Singapore	486150	Singapore	1.3352329	103.959893						
Junction 8	9 Bishan Pl			Singapore	Singapore	579837	Singapore	1.35059015	103.848745						

Notes:

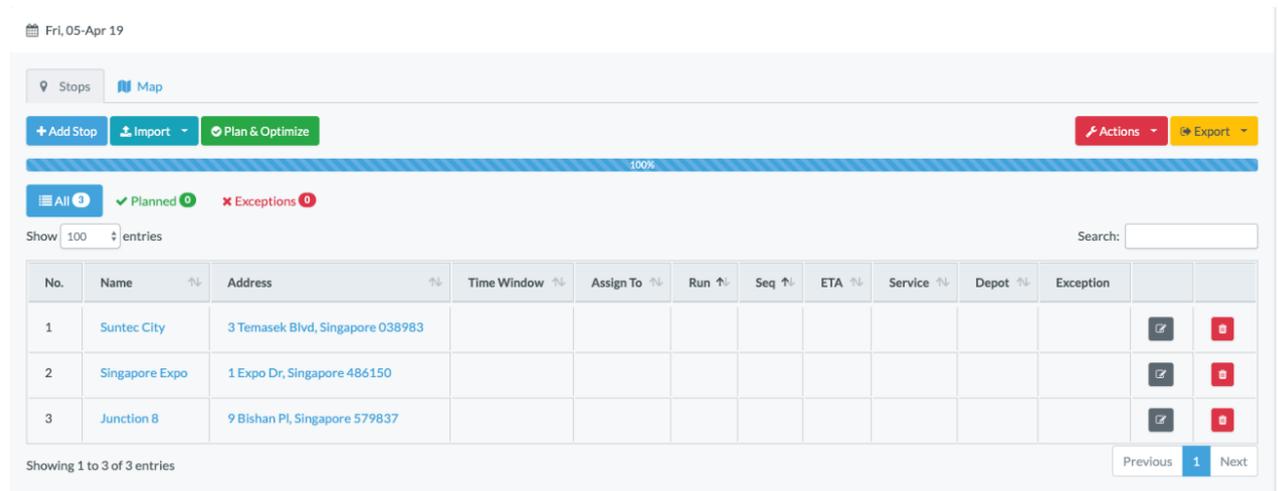
- Required fields: Name and Address
- Note that the Name is a unique identifier, it can be used to represent your D.O. No.
- If possible, kindly provide the Latitude and Longitude of your stops.
- If the Latitude and Longitude are not provided, the software will attempt to geocode and locate the input address.
- If you wish to rename the headers of your CSV for importing, refer to [How To Set Headers To Match Your CSV For Import](#).

## ElasticRoute Quick Start Guide

Step 2: Click on Import > Import from CSV.



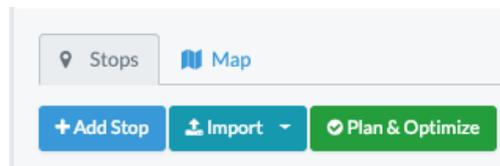
Step 3: Upon uploading the CSV, please wait for the address wordings to turn blue as shown below, indicating that the addresses had been geo-coded (i.e. converted to a pair of GPS coordinates, latitude and longitude).



If the wordings remain in red after a long period of time, click on the Edit icon to the right-hand side to manually locate the address.



Step 4: Click on Plan & Optimize.



Once the planning is completed, the rows will turn pale green, with the relevant information such as Run, Seq and ETA being generated.

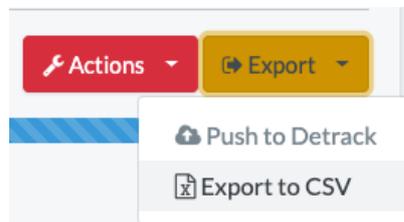
## ElasticRoute Quick Start Guide

No.	Name	Address	Time Window	Assign To	Run	Seq	ETA	Service	Depot	Exception
1	Junction 8	9 Bishan Pl, Singapore 579837	AM	Driver1	1	1	9:12 AM (12 mins)		Mandai Depot	
2	Suntec City	3 Temasek Blvd, Singapore 038983	AM	Driver1	1	2	9:21 AM (9 mins)		Mandai Depot	
3	Singapore Expo	1 Expo Dr, Singapore 486150	AM	Driver1	1	3	9:37 AM (16 mins)		Mandai Depot	

### Notes:

- The Run will correspond to the ordered sequence grouping of stops planned for the driver to form a route.
- The Seq refers to the Sequence / Order of the stop in the run. Your driver may follow this sequence number to perform the optimized delivery.

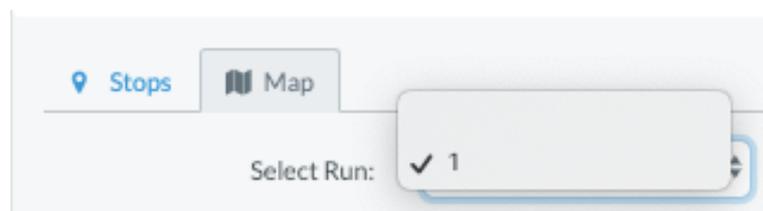
Step 5: To export the data out, you may click on the Export button.



### Note:

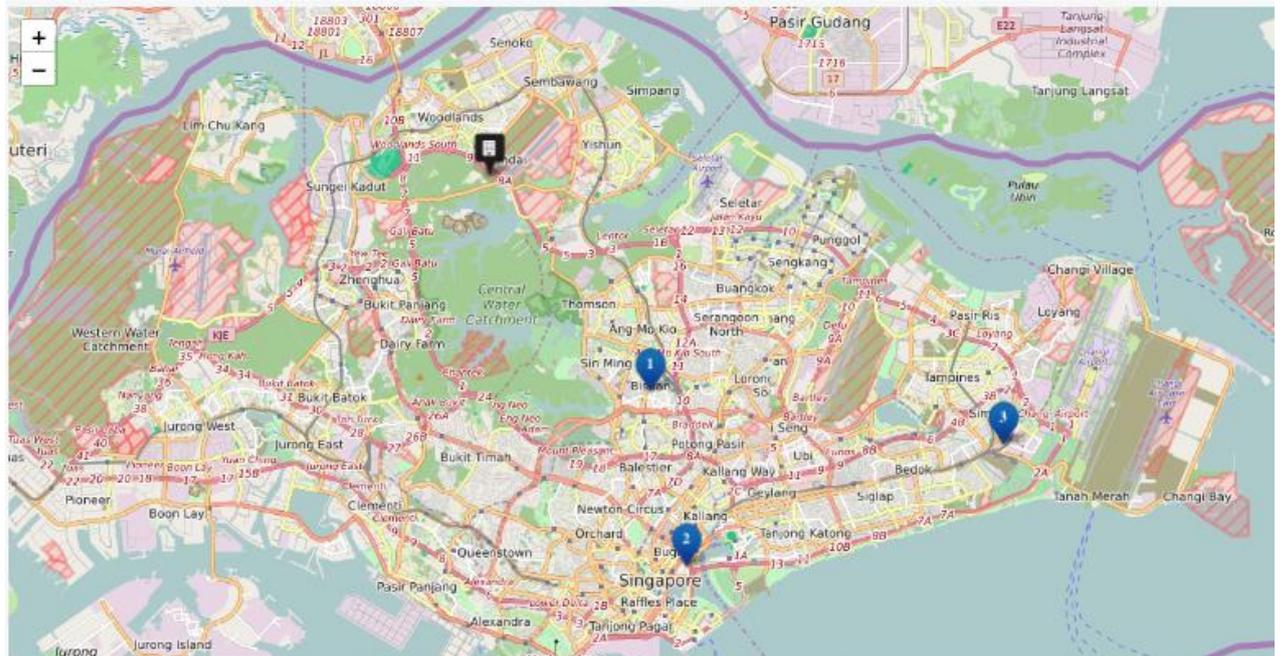
- If you wish to customize the headers of your CSV export, please refer to [How To Set Headers For Your CSV Export](#).

Step 6: To view the locations of the stops on the map, click on Map > Select Run.



## ElasticRoute Quick Start Guide

The optimized route would be shown in the map below.



Please visit ElasticRoute tutorial page at <https://www.elasticroute.com/tutorials/> to learn more about ElasticRoute and its functionality.

We hope you will enjoy using ElasticRoute. For additional help, just drop us an email at [support@elasticroute.com](mailto:support@elasticroute.com).

Website: <https://www.elasticroute.com/>