



**Advisor Anywhere
Transportation**

**Transportation
Utilities Window**



 PRIMARYSOLUTIONS.NET

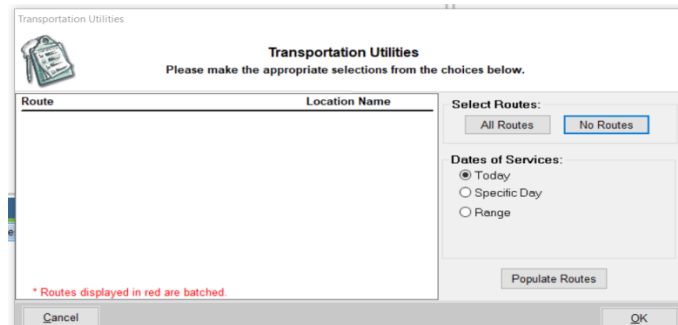
 614.430.0355

2021.1

Advisor Anywhere Transportation - Transportation Utilities

The Transportation Utilities window is listed under the Advisor Anywhere Transportation module. This window allows users to view, delete, and un-batch prepared routes in Anywhere Transportation from both the Advisor desktop application and the Anywhere website.

When a user selects the Transportation Utilities window, a box will display where potential routes will show depending on the filters selected.

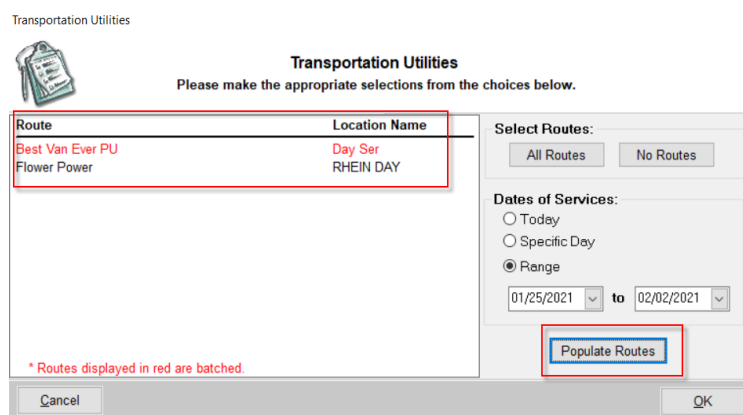


A user can select the Date of Service options of:

- 'Today'
- 'Specific Day'
- 'Range'

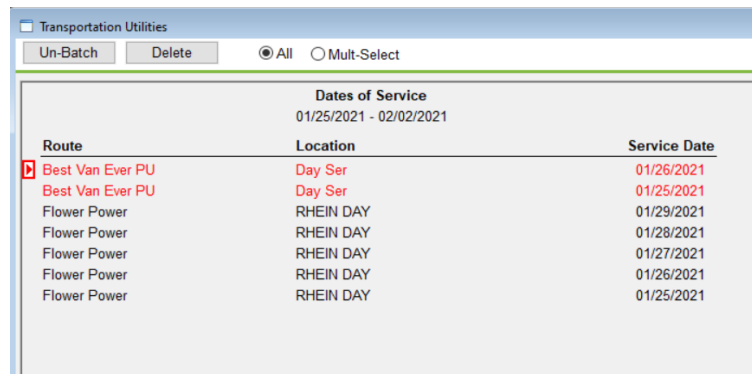
Once the Date of Service is chosen, select 'Populate Routes' to display the routes prepared both from Advisor and Anywhere.

The user then has the option to select 'All Routes', 'No Routes', or individually select from the routes listed on the left-hand side. Any routes that have been batched, will display as **RED** in the list view. Once the routes to view, delete, or un-batch have been selected, the user will click 'OK' to continue to the next window.



At the top of the Transportation Utilities window are buttons 'Un-Batch' or 'Delete' as well as radial buttons for 'All' or 'Multi-Select'.

- Un-Batch - This button allows the user to un-batch any selected routes that have previously been batched in the Batch Transportation window. The batched routes are listed in **RED**.
- Delete - This button allows the user to Delete any selected un-invoiced routes that have been prepared in either Advisor Anywhere Transportation via the Prepare Routes window, or any routes created using the 'Add Routes' button in the Anywhere Transportation module from the Anywhere website.
- All - This option allows the user to select All available routes in the list view for un-batching or deletion.
- Multi-Select - This option allows the user to select multiple routes as needed for un-batching or deletion.



Dates of Service		
01/25/2021 - 02/02/2021		
Route	Location	Service Date
<input checked="" type="checkbox"/> Best Van Ever PU	Day Ser	01/26/2021
<input checked="" type="checkbox"/> Best Van Ever PU	Day Ser	01/25/2021
Flower Power	RHEIN DAY	01/29/2021
Flower Power	RHEIN DAY	01/28/2021
Flower Power	RHEIN DAY	01/27/2021
Flower Power	RHEIN DAY	01/26/2021
Flower Power	RHEIN DAY	01/25/2021

Un-Batch - Use the radial button to select 'All' or 'Multi-Select' to choose which routes to un-batch. Selected routes will be highlighted in **BLUE**.

Note * the routes to un-batch will show in **RED**.

- Once the routes have been highlighted to un-batch, select the 'un-batch' button and a pop-up box will appear asking if the user is sure about un-batching the selected routes. Follow the prompts as necessary to continue and the window will display the number of routes that were un-batched.
- The un-batched routes will still display in the list view but will no longer show in **RED**.

Delete - Use the radial button to select 'All' or 'Multi-Select' to choose which routes to delete. Selected Routes will be highlighted in **BLUE**.

- Once the routes have been highlighted to delete, select the 'delete' button and a pop-up box will appear asking if the user is sure about deleting the selected

routes. Follow the prompts as necessary to continue and the window will display the number of routes that were deleted.

- The deleted routes will no longer be visible in the Transportation Utilities window or in the Manage Routes window on the Anywhere website in the Anywhere Transportation module.

Note * Any Vehicle Inspection done for a deleted route will also be deleted. Also note batched routes cannot be deleted. Batched routes will need to be un-batched and then deleted.