Cheetah Web Editor – Unpairing/Pairing Quick Reference Guide

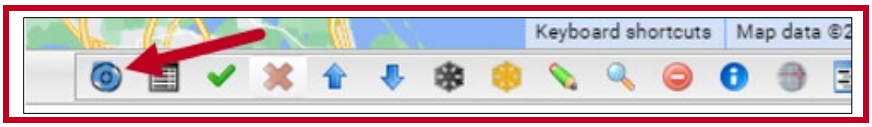
This guide covers Unpairing and Pairing of Stops/Jobs in the MercuryGate Cheetah platform.

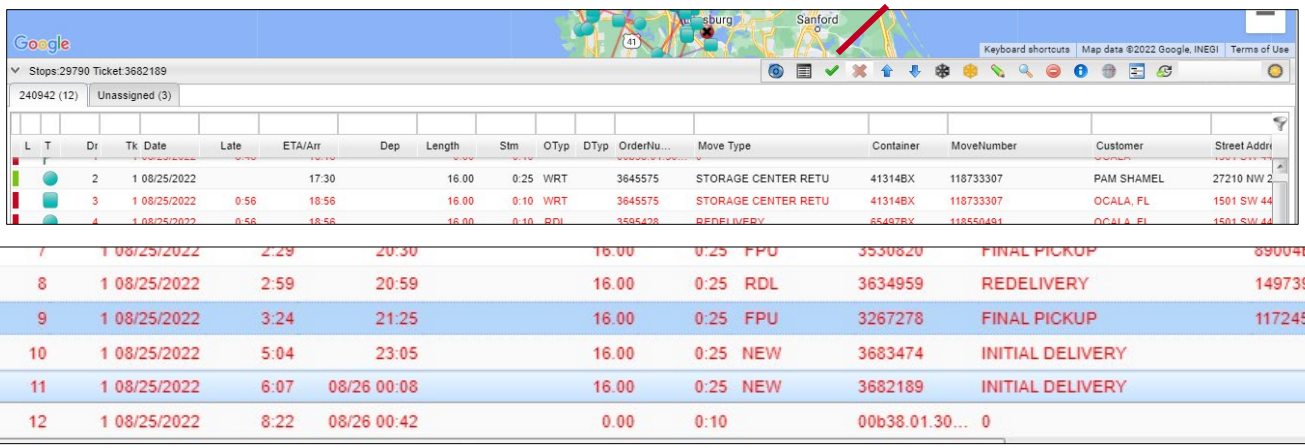
Unpairing Stops/Jobs

The following instructions will demonstrate how to Unpair jobs that have been paired by the Batch Router or a User. There is no distinction, Unpairing is the same process for both.

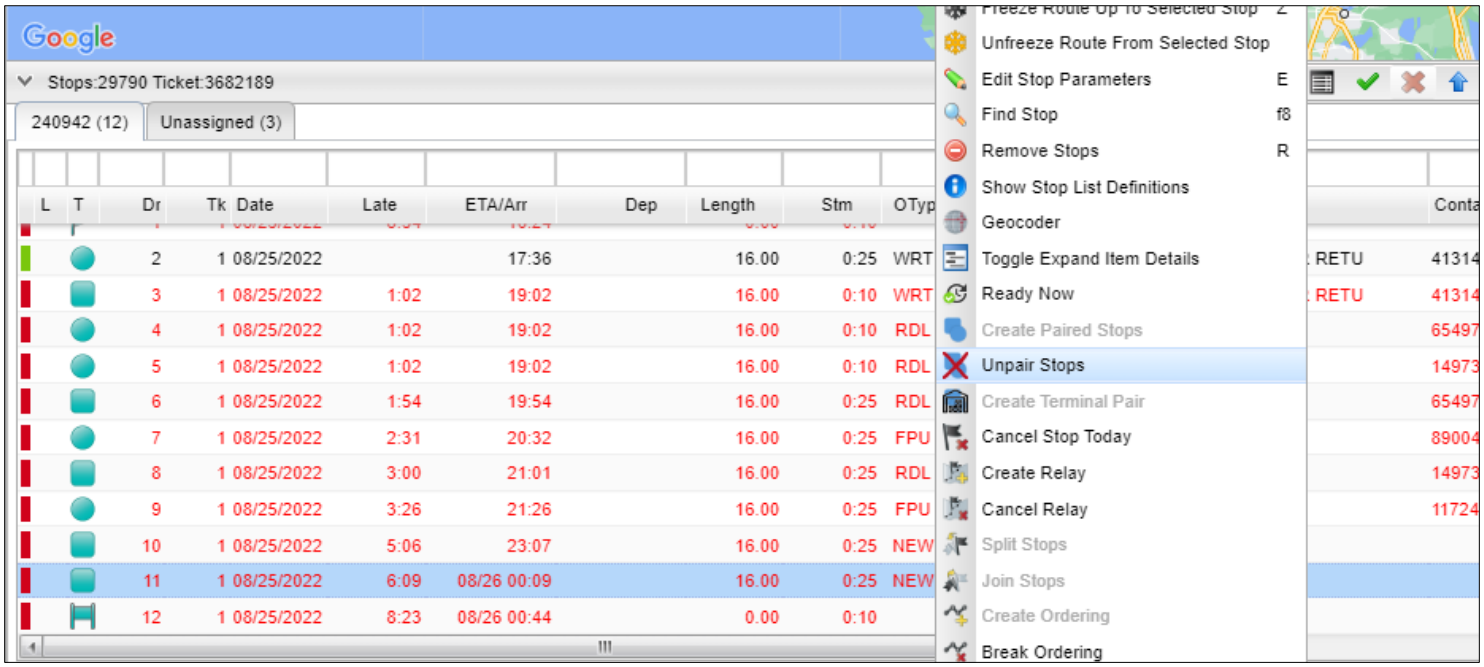
To find what a Stop/Job is paired with after Batch Routing

1. **Left click** the **stop/job** and **press** the **S** key on your keyboard
   OR **click** the **Context Zoom** icon above the **Stops** pane to highlight the two stops/jobs that are paired





2. **Select** the **Delivery line** then **right click** and **select Unpair Stops** from the pop-up menu
3. **Press** the **T** key on your keyboard to **Submit** and complete the unpairing



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Pairing Stops/Jobs

The following demonstrates how to Pair two Stops/Job

1. **Hold** down the *Ctrl* key on your keyboard and **click** the **stops/job** to select them for pairing
2. **Right click** to open the pop-up menu and **select Create Paired Stops**
3. **Press** the **T** key on your keyboard to **Submit** and complete the pairing

