Cheetah Web Editor User Guide

This user guide covers the process for exporting routes from the MercuryGate Web Editor application to RBMS. This guide will provide individuals responsible for routing to quickly create, review and export route ETAs into RBMS. For more in-depth questions or detailed training on the Web Editor application, please contact your assigned MercuryGate trainer.

*When viewing electronically, skip to a specific topic by positioning your mouse on the topic and pressing the **ctrl key** while **right clicking** your mouse.*

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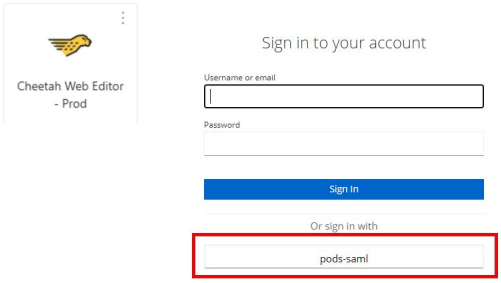
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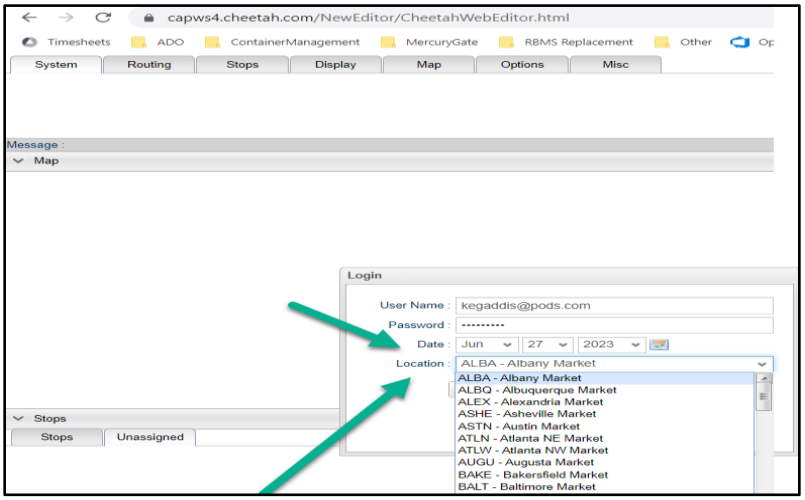
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Web Editor

Login

1. **Click** the Cheetah Web Editor icon in My Apps, and then click pods-saml.

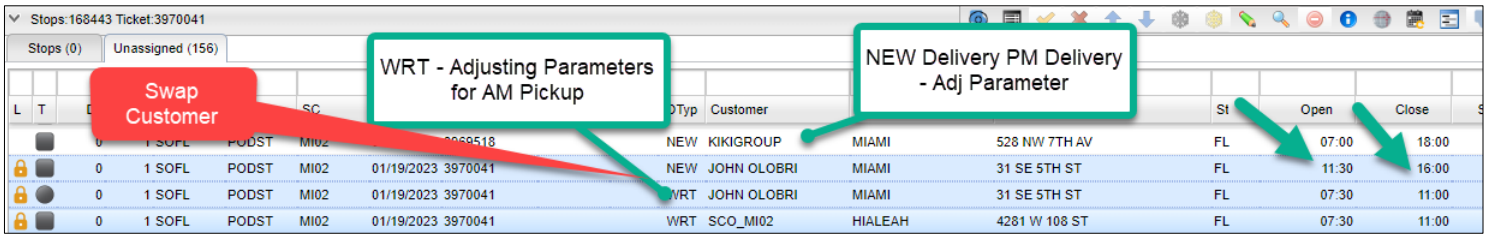




Adjust Preferred Customer ETA

4. **Sort** for **Customer** name in Cheetah using the **Customer** column
   OR
   Use the **Power BI Report**: https://app.powerbi.com/groups/1cff1986-ade5-46cc-ac6f-8757596b9492/reports/a0790ff0-0ec1-4dd8-96cc-ca555984bdfc/ReportSection

Example: If you have a swap that should be completed in order due to difficult delivery area

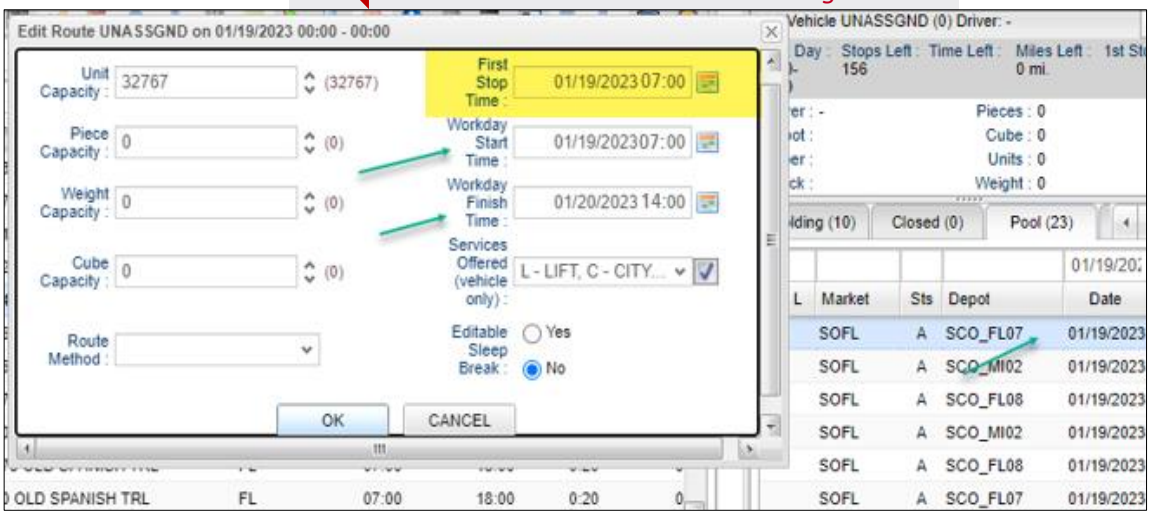


Adjust Truck Parameters

5. **Deactivate/Activate** base on **Driver Schedule** and **Truck Availability** for the current day

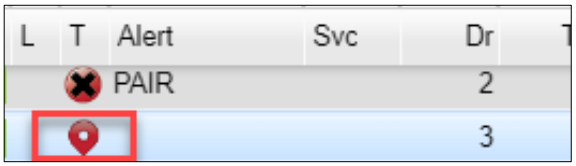
*Tip: Adjusting the **First Stop Time** prevents any part of the route from starting before that time.*

Important *Permanent changes must be made in Asset Manager*

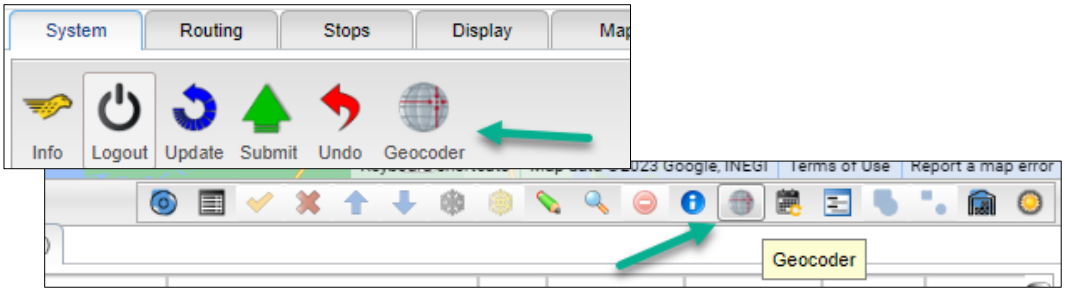


Review GeoCode

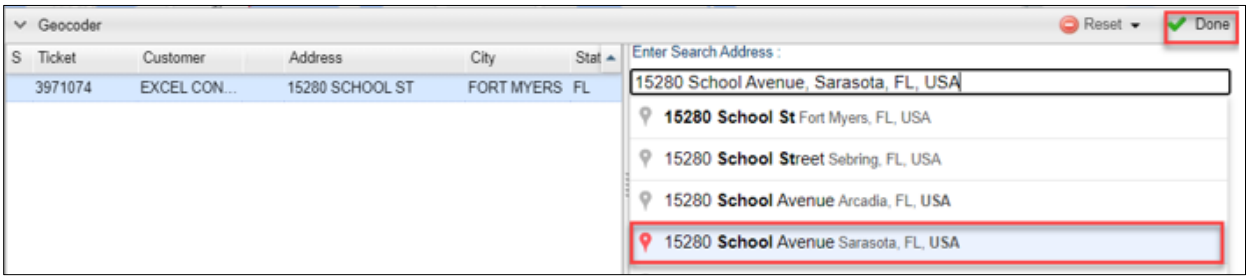
Tip: For easy identification, the system will mark invalid addresses with a GPS symbol in the T (Type) column.



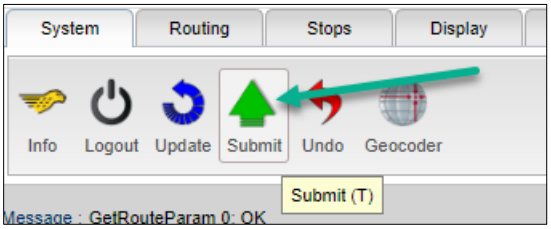
6. **Click** the **Geocoder** icon found in the top menu of the **Systems** tab or in the icon menu below the **Map view**



7. Use the down arrow key on your keyboard to **select** the **correct address** and **click Done**

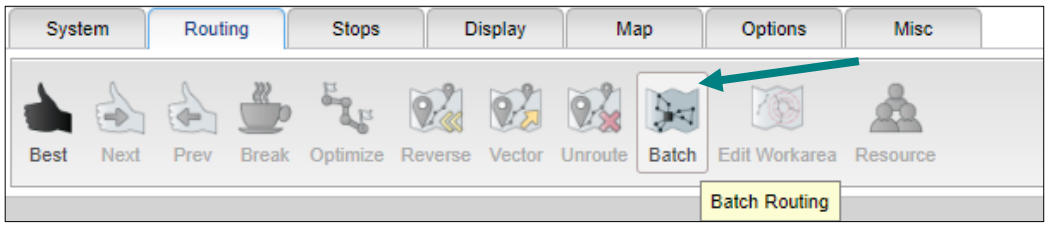


8. **Click Submit** in the top menu OR press **T** on your keyboard to submit the correct address

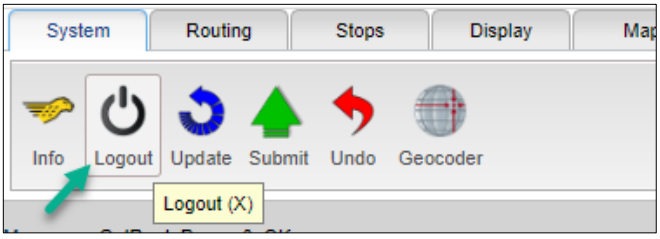


Run Batch Routing

9. **Click** the **Batch** icon on the **Routing** tab to run the Batch Router



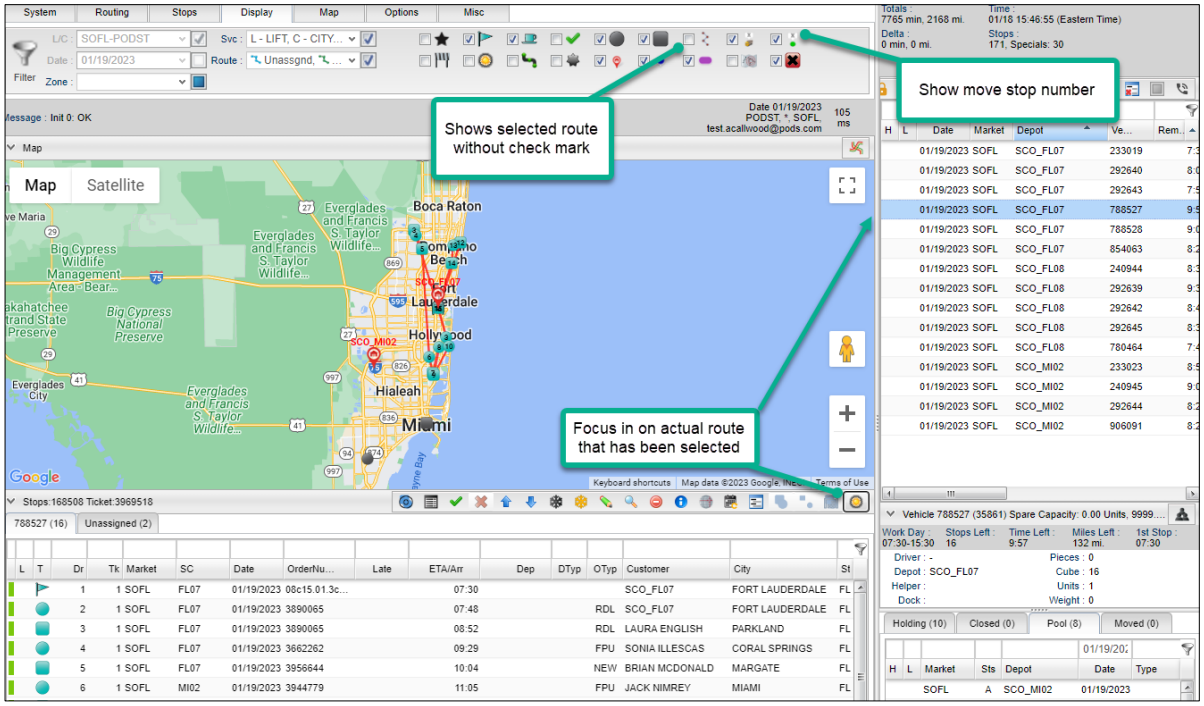
10. **Click** the **Logout** icon to exit **Web Editor** and log back in to see the changes



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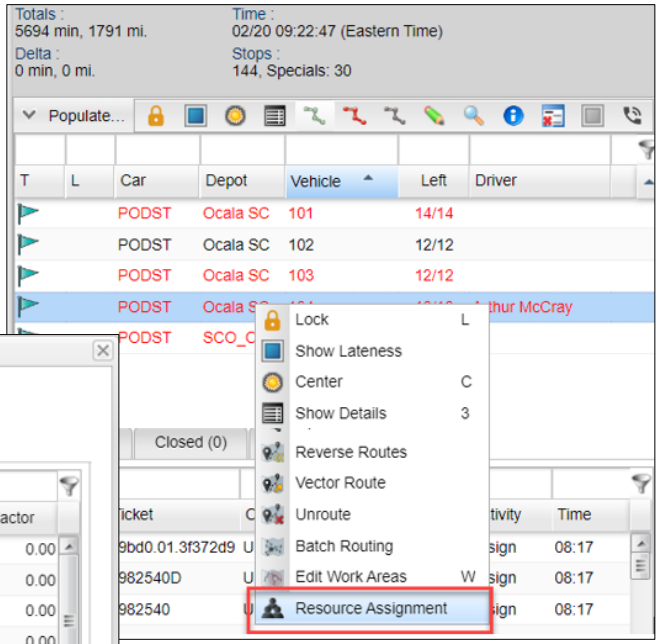
Review Routes

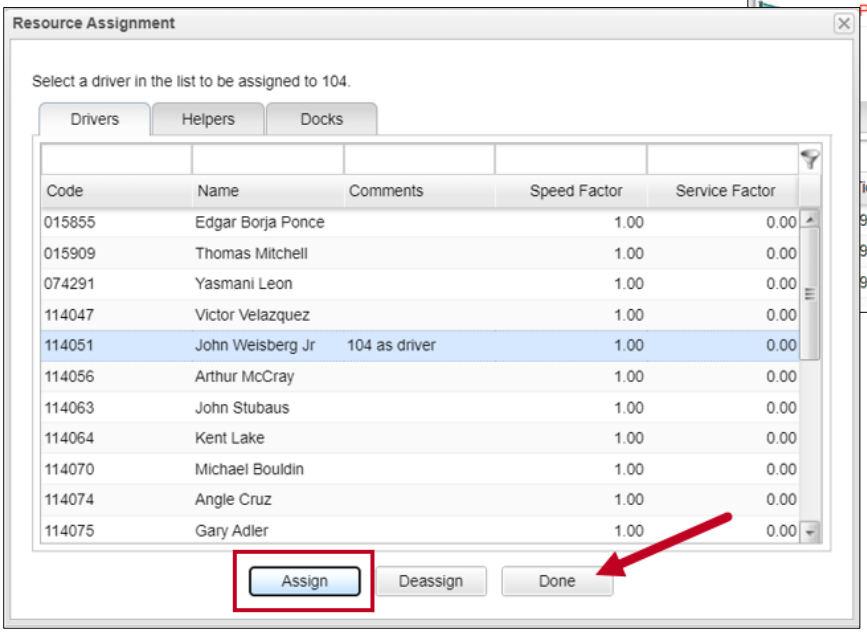
11. **Review** the updated **routes** and make any necessary changes and **click Submit** or **T** on your keyboard to save any updates.



Assign Drivers

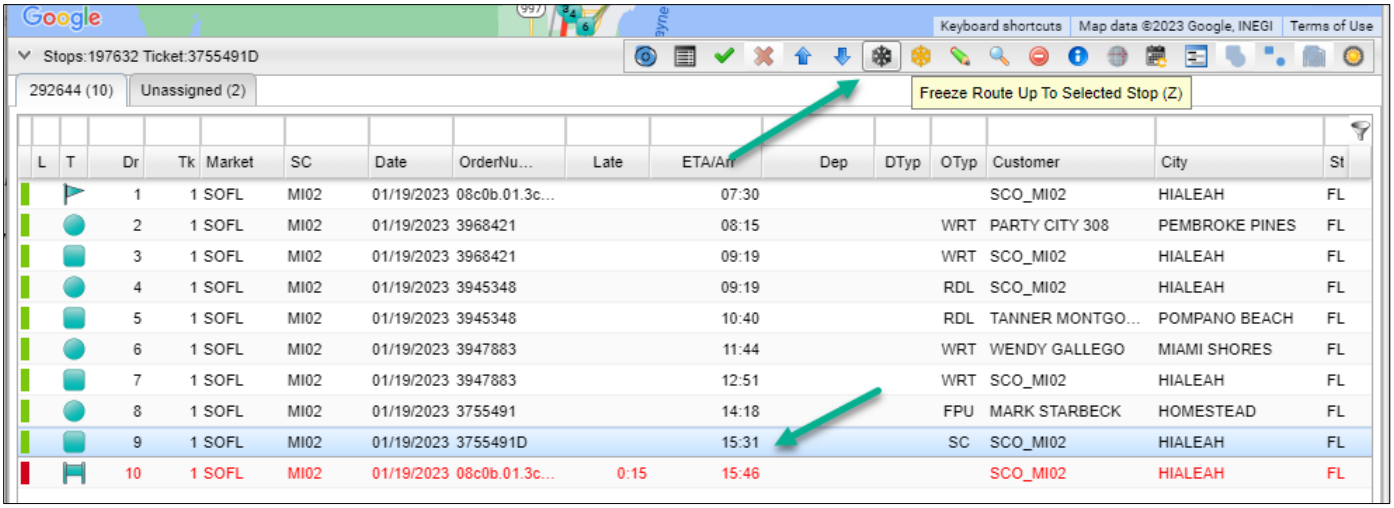
12. After the **Batch Router** has been run **right click** on the **route** and **Select Resource Assignment** from the pop-up menu
13. **Select** the **Driver Name** from the **Resource Assignment** list and **click Assign**
14. **Click Done** to close the window
15. **Click Submit** or **T** on your keyboard to save updates





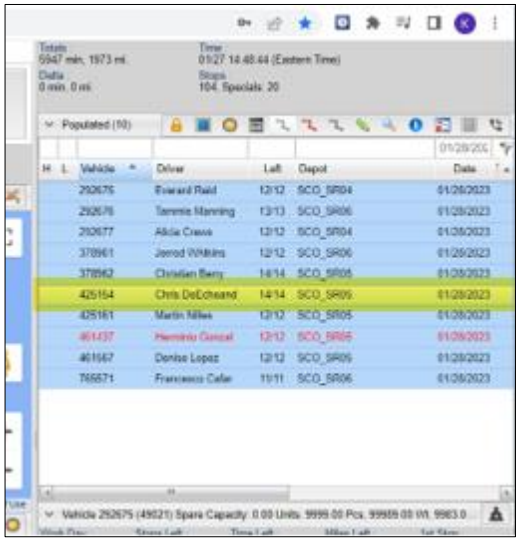
Freeze Routes

16. **Select** the **last job** for a specific truck and **click** the **Freeze** icon in the menu below the map
17. **Verify day calendar moves** do not have route numbers



Export Routes

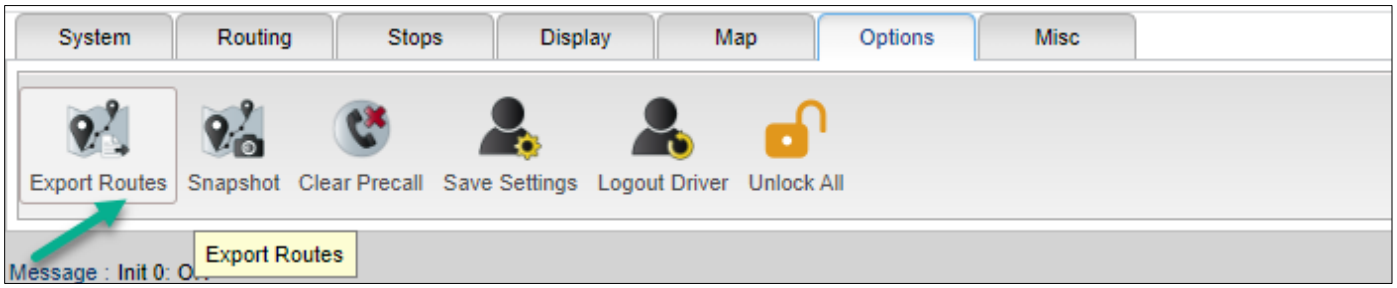
18. **Left click** the **route** you want to export to select it



Tip: You can export multiple routes at a time by following these steps

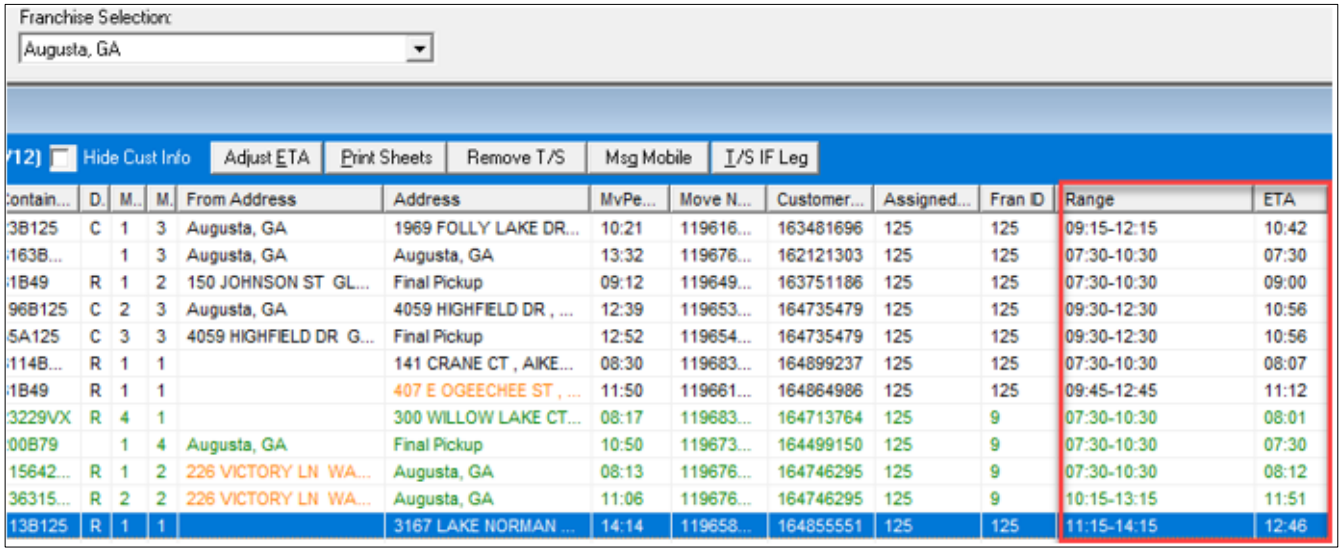
1. ***Left click*** *the* ***first route*** *you want to export*
2. ***Hold*** *down the* ***Shift*** *key*
3. ***Left click*** *the* ***last route*** *you want to export*

19. **Click** the **Export Routes** icon on the **Options** tab top menu and **click Submit** or **T** on your keyboard to send the updated routes to RBMS



20. **Review RBMS** to ensure all moves have routes

Tip: ***Open, Close,*** *and* ***ETA*** *in* ***Web Editor*** *are associated to the* ***Range*** *and* ***ETA*** *in* ***RBMS*** *after export. To see these columns in Web Editor, you may have to drag them from the right.*



Contain...	D.	M..	M.	From Address	Address	MvPe...	Move N...	Customer...	Assigned...	Fran ID	Range	ETA
3B125	C	1	3	Augusta, GA	1969 FOLLY LAKE DR...	10:21	119616...	163481696	125	125	09:15-12:15	10:42
163B...		1	3	Augusta, GA	Augusta, GA	13:32	119676...	162121303	125	125	07:30-10:30	07:30
1B49	R	1	2	150 JOHNSON ST GL...	Final Pickup	09:12	119649...	163751186	125	125	07:30-10:30	09:00
96B125	C	2	3	Augusta, GA	4059 HIGHFIELD DR , ...	12:39	119653...	164735479	125	125	09:30-12:30	10:56
5A125	C	3	3	4059 HIGHFIELD DR G...	Final Pickup	12:52	119654...	164735479	125	125	09:30-12:30	10:56
114B...	R	1	1		141 CRANE CT , AIKE...	08:30	119683...	164899237	125	125	07:30-10:30	08:07
1B49	R	1	1		407 E OGEECHEE ST , ...	11:50	119661...	164864986	125	125	09:45-12:45	11:12
3229VX	R	4	1		300 WILLOW LAKE CT...	08:17	119683...	164713764	125	9	07:30-10:30	08:01
00B79		1	4	Augusta, GA	Final Pickup	10:50	119673...	164499150	125	9	07:30-10:30	07:30
15642...	R	1	2	226 VICTORY LN WA...	Augusta, GA	08:13	119676...	164746295	125	9	07:30-10:30	08:12
36315...	R	2	2	226 VICTORY LN WA...	Augusta, GA	11:06	119676...	164746295	125	9	10:15-13:15	11:51
13B125	R	1	1		3167 LAKE NORMAN ...	14:14	119658...	164855551	125	125	11:15-14:15	12:46

It takes approximately 10 minutes for submitted updates to show in RBMS

Uncomplete Stop

Sometimes a Driver may need to update a completed Stop for any number of reasons

21. **Select** the Stop and **right click**
22. **Select UnComplete/UnArrive Stop**
23. The Driver will then be able to reprocess the Stop on their phone