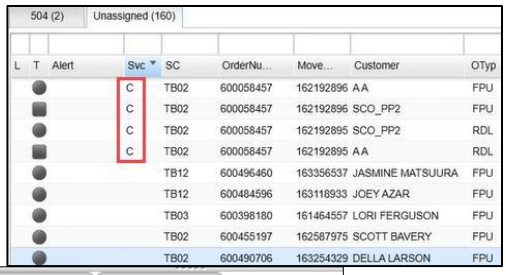
Cheetah Web Editor – City Service Routing Job Aid

This guide will outline the process for routing city service jobs using the MercuryGate Cheetah platform.

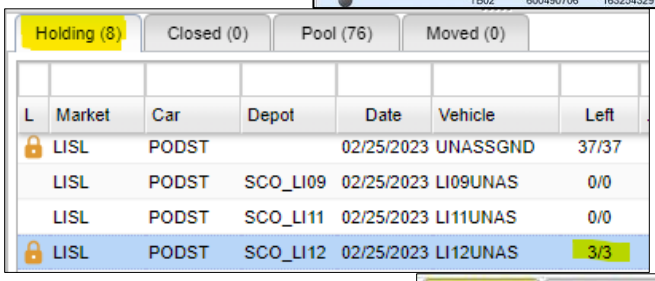
Routing City Service Jobs

Follow the steps below once signed into Cheetah.

The day before scheduled delivery:



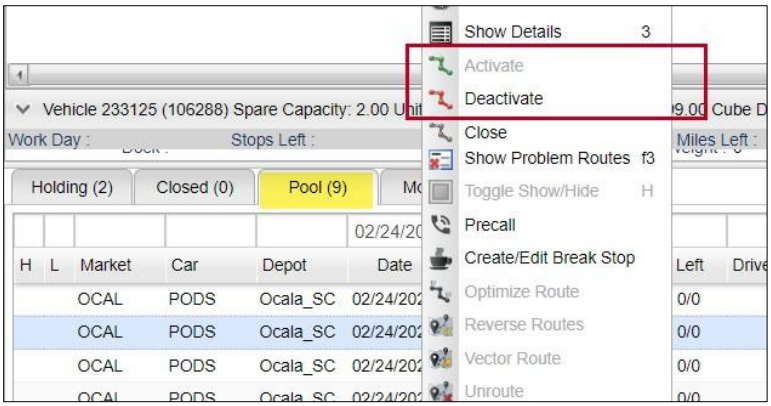
1. Use the **Svc** column on the **Unassigned tab** to locate and tag any/all **City Service (C)** jobs (City Service, Same Day)



2. **Highlight** the **city service** job and **select** a **hold route** from the **Holding** list in the bottom right panel
3. **Press 'M'** on the keyboard to move the stop to a holding route and **click** the **Submit icon** in the **System** tab menu



4. **Identify** the number of local **resources** available for the next day (Headcount/Trucks) for **Conventional** deliveries
5. **Activate/Deactivate trucks** by **right clicking** on the **truck** in the **Pool tab** in the upper right corner of the screen and **selecting Activate/Deactivate** as needed for trucks to match your number of **resources** available for the next day
    - Example
      6 drivers are scheduled ON
      7 Trucks are available
      Activate 6 out of the 7 trucks



6. Go to the **Routing** tab and **click** the **Batch** icon to batch all conventional (non-city service)



7. **Review** the batched **routes** and make any necessary changes then **click Submit**
8. **Assign drivers** by **right clicking** a **route** and **selecting drivers** from the **Resource Assignment** window
9. **Left click** a **route** for export and **click** the **Export Routes icon** on the **Options tab** then **click Submit**
10. **Manually route** the **unassigned City Service** jobs from the **Holding** tab in the bottom right panel (from step 2)
11. **Review** the manual **routes** and make any necessary changes then **click Submit**
12. **Assign drivers** to the City Service routes *(see step 8 for how to assign drivers)*
13. **Export Routes** for the newly routed City Service jobs *(see step 9 for how to export routes)*