



Product: Order Delivery Tracking

Subject: Simple Address Rectify

Document: AddressRectify

Version 1.1

January 2014

Distribution: ODT Customers

Rectifying Addresses

From Route Map, Go to Delivery> Rectify Addresses and the following window will open:

Find addresses and plot them to the map using the following filters so that they can be rectified.

Job Accounts | Employees | Warehouses

Only job accounts with orders

Order Warehouse: (All Warehouses) 01 02

Ship Via: Include Exclude

4SBD
4SBL
6SBD
6SBL
8SBD
8SBL

Trip Date From: 3 /31/2014 To: 3 /31/2014

Include NoLatLong orders

Only trips with Time Out and Time In

Mapping Types: (none)
Approx: city only
Approx: street only
Approx: zip only
City: replace part
Field to Lat/Long

Job Warehouse: (All Warehouses)
01
02

Active/Inactive: Both

Only addresses without a Lat or Long

Specific account codes (one per line): Customer Account

Limit # of records returned

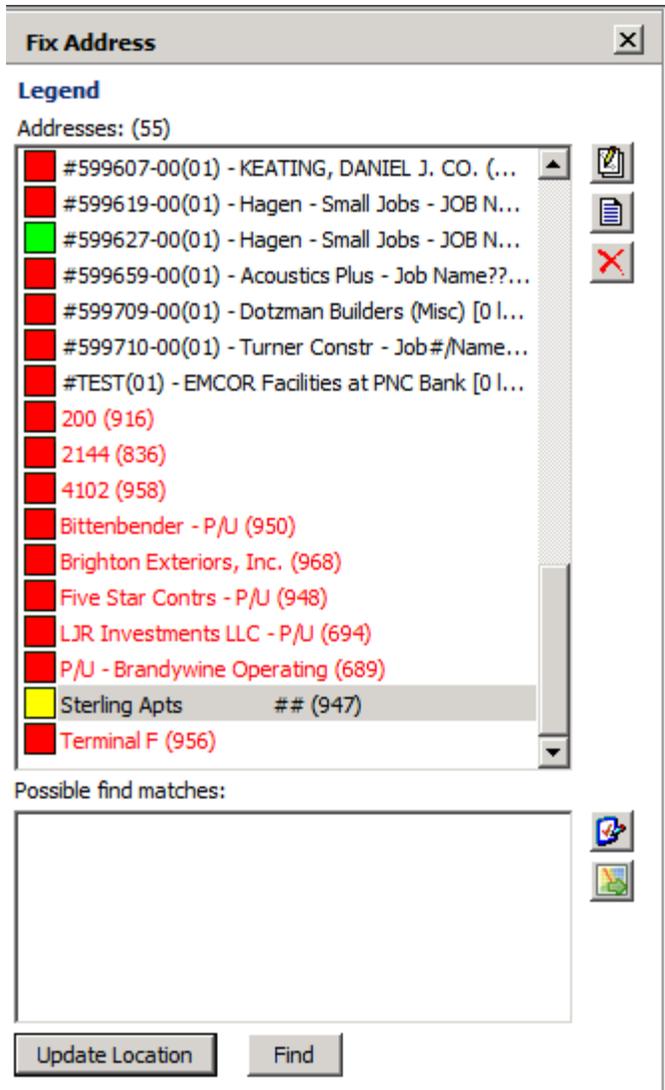
records: 100

>= to:

Automatically clear map before every plot

Plot
Clear Map
Fix Addresses
Cancel
Close

On the 'Job Accounts' tab, check the boxes in the above example that are highlighted in yellow. Also select the appropriate Order Warehouse and date range. Once all of the search attributes have been set click the 'Plot' button. The system will then attempt to geo code all orders and customer job accounts based on the location and date parameters selected. After the system has geo coded the customer job accounts and orders, you will be able to click on the 'Fix Addresses' button.



Green orders indicate that the system was able to resolve the **order** delivery address and set a latitude/longitude. Yellow accounts indicate that the system was able to resolve the **ship to** delivery address and set a latitude/longitude. Red orders indicate that the system was NOT able to resolve the delivery address. In order to receive accurate delivery times and data, it will be necessary to manually resolve these latitude/longitude for these orders.

There are a couple of ways that these can be resolved:

- You can enter/correct the physical address. To do this double click on the order to bring up the 'Edit Address' screen. From there you can make the necessary changes to the address, City, State or Zip code. After making the changes, click the 'Update' button. The system will then make an attempt to geo code the order.
- If you know where the address is on the map, you can use the 'Pushpin' found on the Standard toolbar. To do this, highlight the order, click the 'Pushpin' icon and then the spot on the map and then click the 'Update Location' button on the 'Fix Address' screen.