

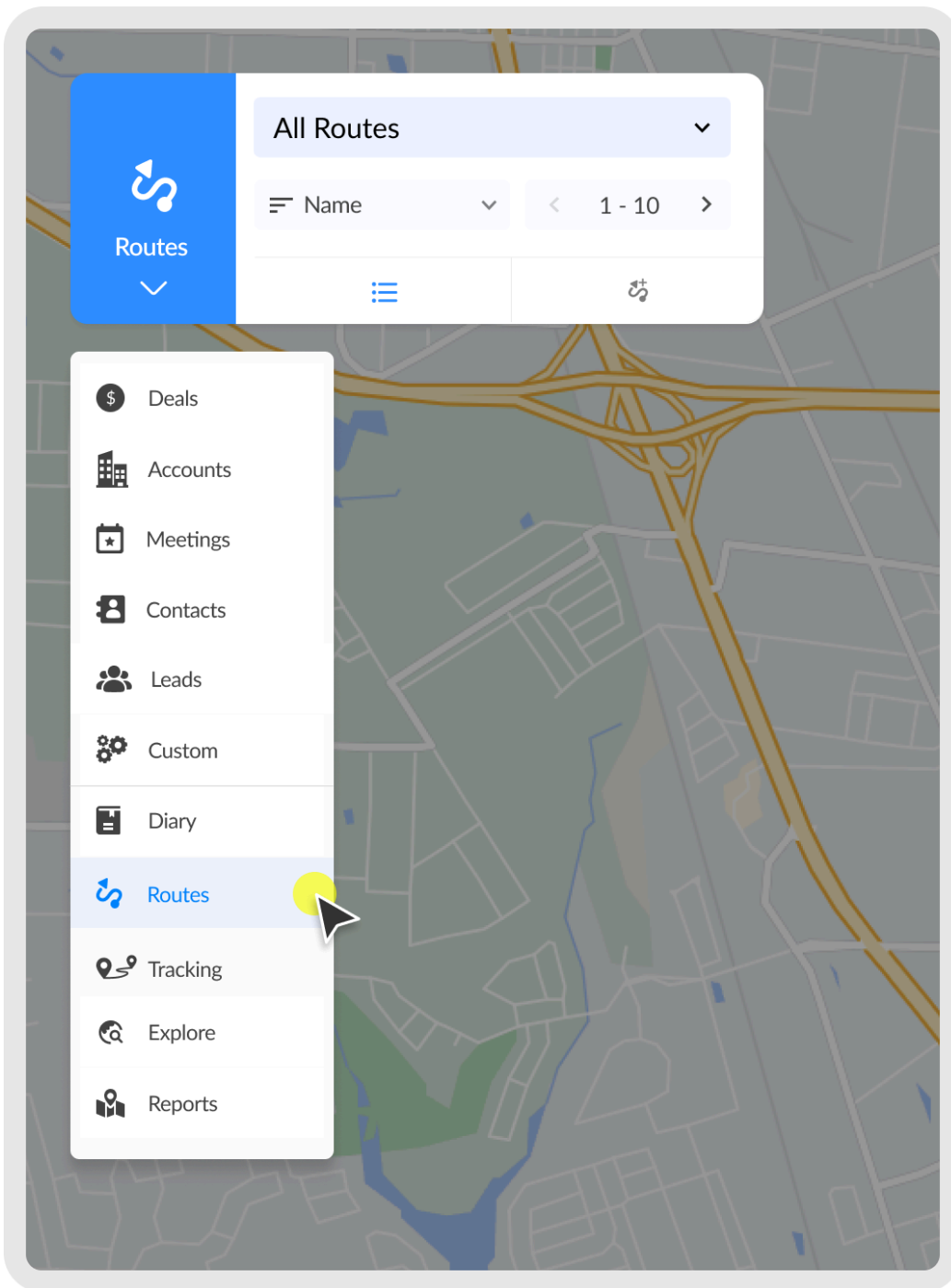


Viewing Routes

The *Route Planning* feature comes with many options like RouteIQ views, sorting and filtering to view and organize your routes.

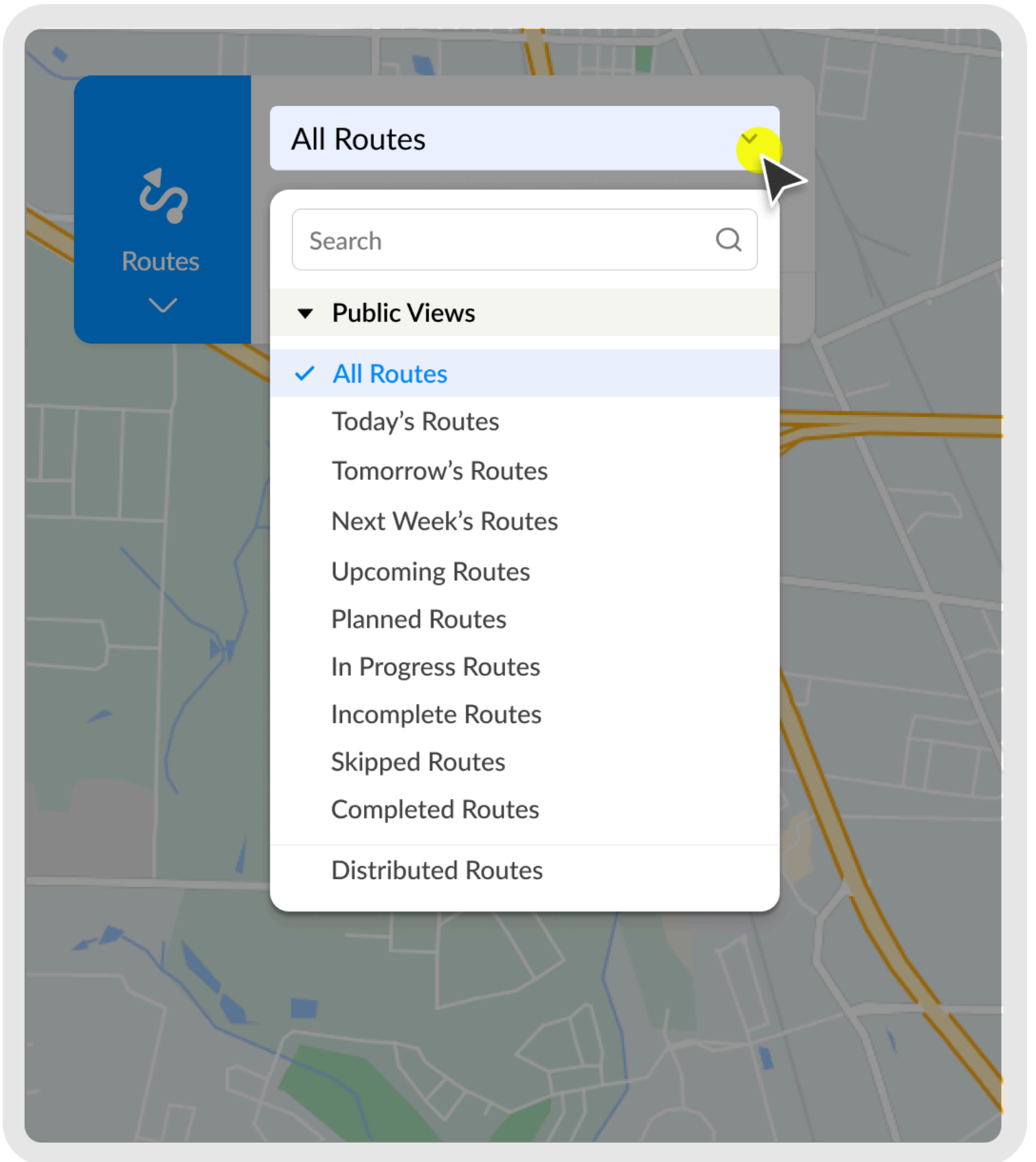
Viewing routes

1. Go to the *RouteIQ window* and choose the **Routes Module** from the *Module dropdown*.
2. Click on the **list** icon in the bottom toolbar.



Changing RouteIQ View

Similar to the Views in Zoho CRM, Module's in RouteIQ also have Views.

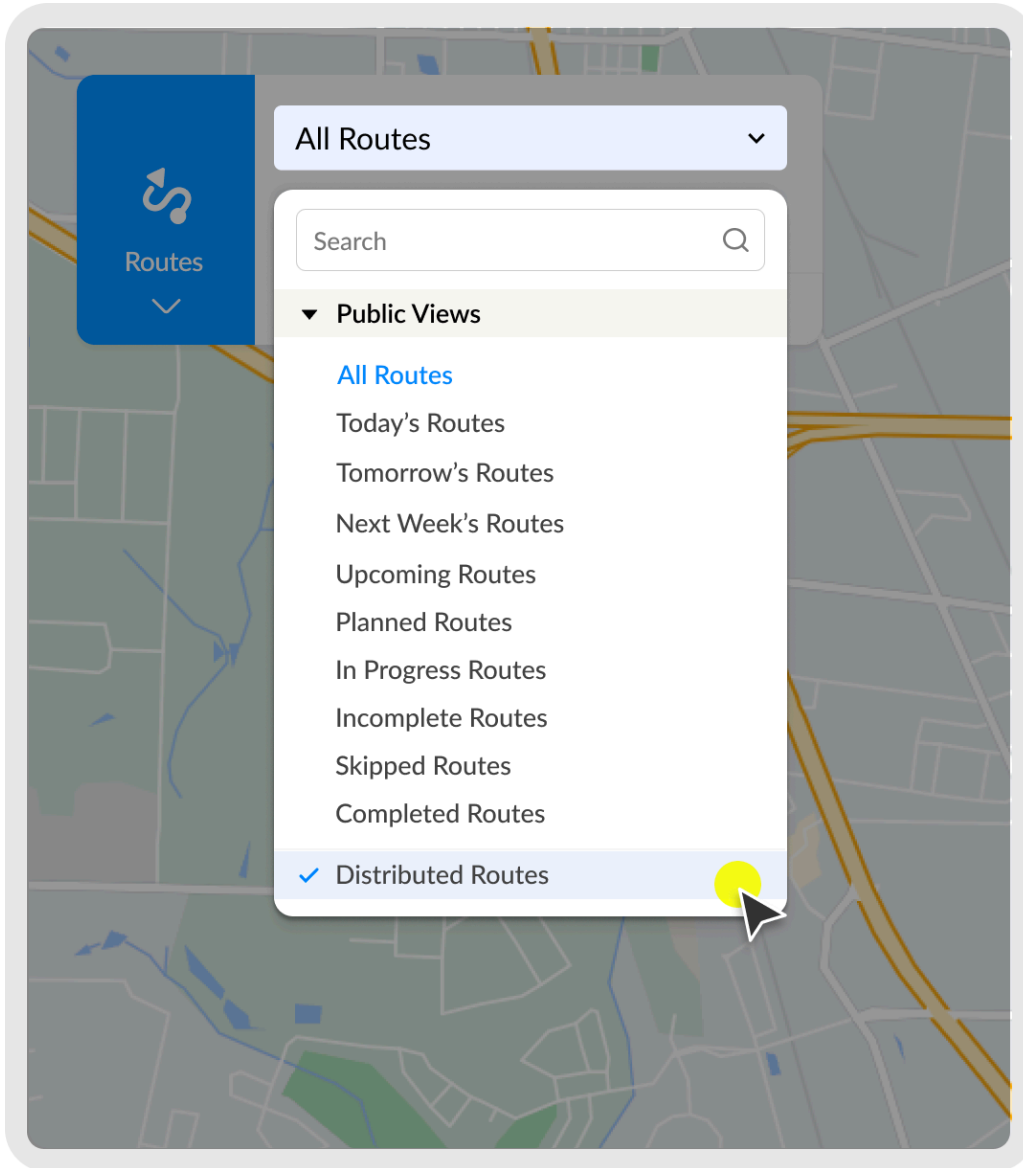


1. Click on the RouteIQ Views dropdown
2. Choose the required View. The Routes Module comes with these Views:
 - All Routes
 - Next Week's Routes
 - Today's Routes
 - Tomorrow's Routes

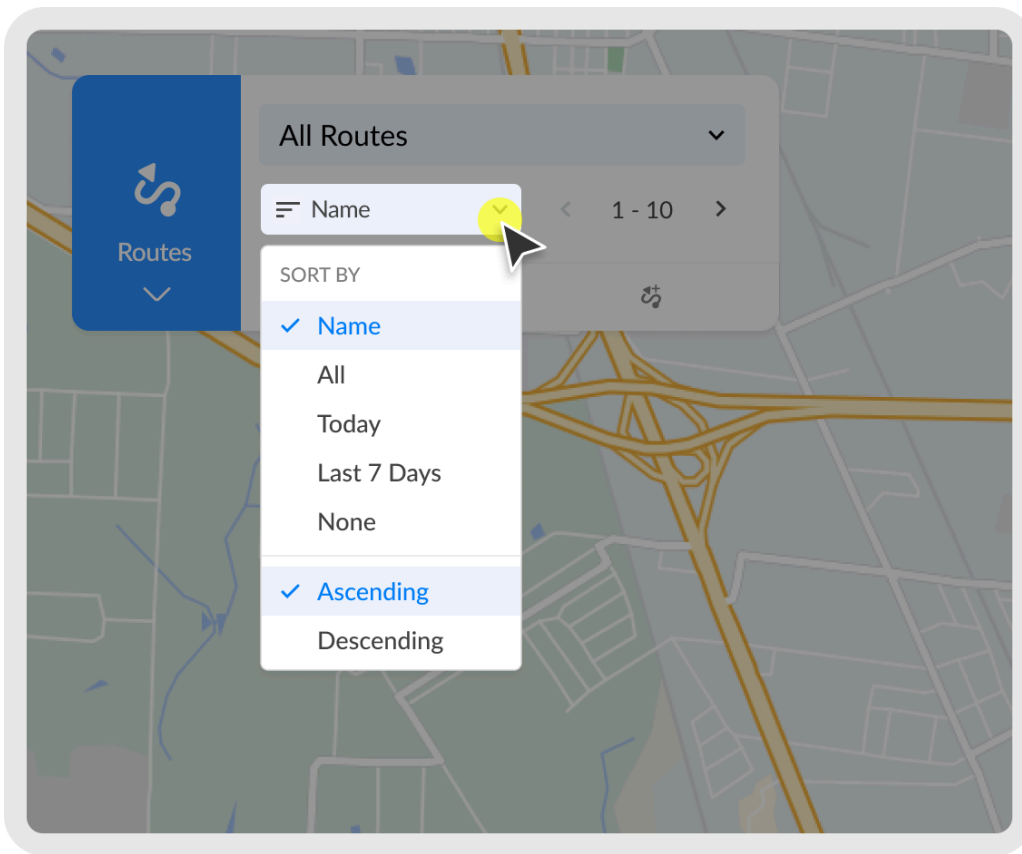
- Upcoming Routes

Viewing Distributed Routes

1. Click the Routes View dropdown
2. Select the Distributed Routes View

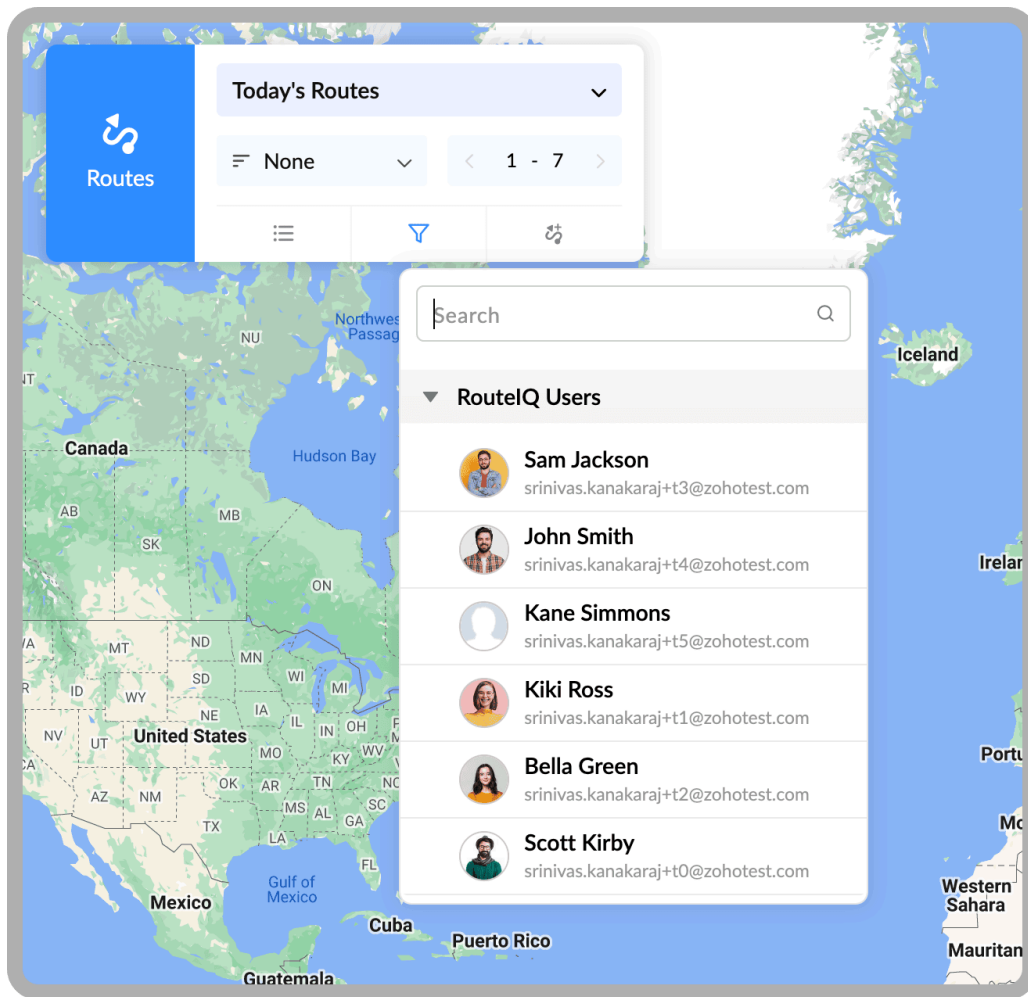


Sorting routes in the list



1. Click on the **sort by dropdown**.
2. Choose the criteria based on which you want to sort the records.
3. Choose the preferred order of sorting (ascending or descending).

Filtering routes based on route owner



1. Click on the filter icon.
2. Choose the users' whose routes you want to view