

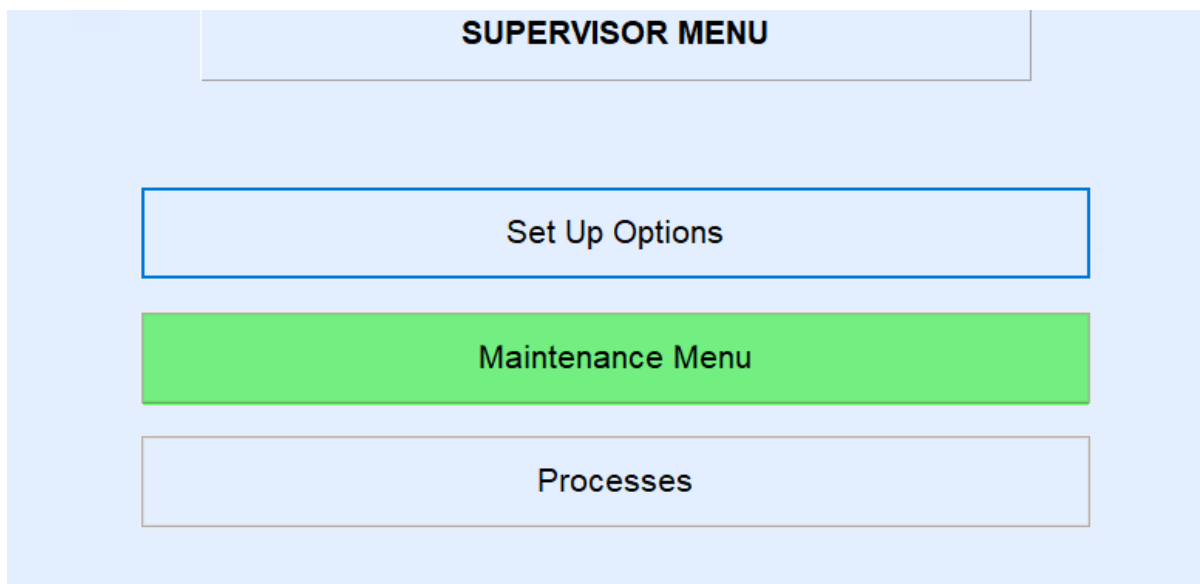
# How to Replace a Driver or Truck to Route in the Optimizer

Last Modified on 11/01/2023 1:03 pm EDT

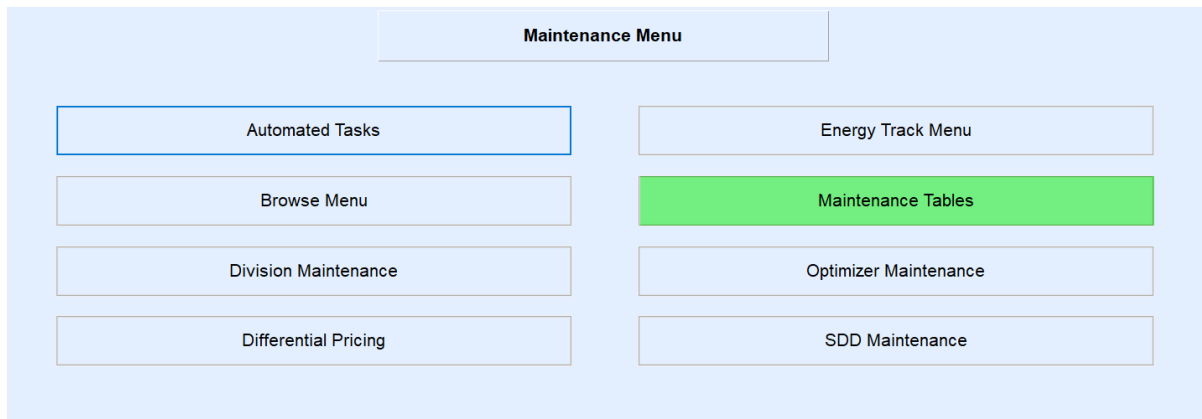
1. Open Energy Force and select **Supervisor Menu**.



2. Choose **Maintenance Menu**.



3. Then select **Maintenance Tables**.



4. Select **Driver**.

Maintenance Tables			
Appliance Types	Hold Code	Rental Code	Tax Group Setup
Billing Types	Invoice Cycle Code	Route	Terms Code
County	Inactive Code	Salesman	Township
County Master	Message Board	School District	Township Master
Customer Types	Meter Cycle Code	School District Master	Use Code Maint
Cyl Inv Transactions	Meter Elevation Code	Service Contracts	User Defined Fields
DD Region	Photo Types	Statement Cycle Code	UDF Collections
Delivery Types	Price	Statement Terms	Weighted Degree Days
Department	Price Change History	Tank Location	Minimum Order Gallons
Discount	Rack Code	Tank Rental Amounts	Driver Emails
<b>Driver</b>	Recurring Cycle Code	Tank Type	Regulator Types
Footnote	Regulatory Code	Tax	Ecomm Payment Cross Ref

5. Choose the *Edit/Create* Mode and click **Continue**.

**Maintenance Mode and Scope** [Close]

**1. Mode**

View  
 Edit/Create  
 Copy

Set Mode, Scope, and Division, then Press Continue.  
Press Cancel to Abort.

**2. Scope**

One Division  
 All Divisions

**3. Division**

From  FRONTIER COOPERATIVE  
 To Min  FRONTIER COOP ELK CREEK RF  
 To Max  FRONTIER COOP ELK CREEK RF

6. Add the *Division*, *Driver number*, *Driver name*, and choose **Save**.

Division	Driver	Driver Name	Inactive?
1	206	JOHN SMITH	<input type="checkbox"/>

7. Click **Cancel** twice to return to the *Maintenance Menu* and open **Optimizer Maintenance**.

**Maintenance Menu**

8. Open *Browse Driver Extensions* and make sure the correct information is in each field.

Division Number	Driver	Driver Type	Pay Rate	Target Hours	Max Hours	Truck	Truck Division	RRN
1	3	hourly	20.0000	8.00	10.00	203	10	4,142
1	7	hourly	20.0000	8.00	10.00	183	10	4,140
1	12	hourly	20.0000	8.00	10.00	202	10	4,141
1	20	hourly	20.0000	8.00	10.00	181	10	4,139
1	23	hourly	20.0000	8.00	10.00	211	10	4,143
1	28	hourly	20.0000	8.00	10.00	221	10	4,138
1	29	hourly	20.0000	8.00	10.00	71	10	4,137
1	31	hourly	20.0000	8.00	10.00	212	10	4,144

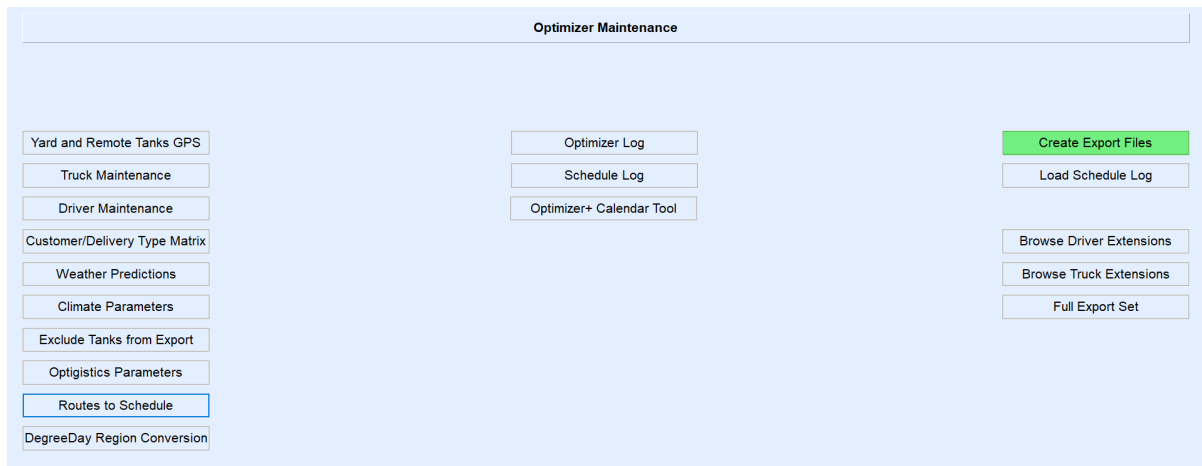
9. Open *Browse Truck Extensions* and make sure all the information is correct.

Truck	Starting Fill Perc	Gallons Per Minute	Max Fill Perc	Number of Drivers	Target Refills	Dollars Per Mile	Truck Tank Size	Division	Truck Tank Type	Average Speed	RRN
71	0.00	60.00	0.85	1	4	7.89	3200	10	P	45.00	0
161	0.00	68.00	0.85	1	4	7.89	3499	10	P	45.00	0
181	0.00	70.00	0.85	1	4	7.89	3499	10	P	45.00	0
183	0.00	73.00	0.85	1	4	7.89	3499	10	P	45.00	0
202	0.00	75.00	0.85	1	4	7.89	3499	10	P	45.00	0
203	0.00	72.00	0.85	1	4	7.89	3499	10	P	45.00	0
211	0.00	73.00	0.85	1	4	7.89	3499	10	P	45.00	0
212	0.00	72.00	0.85	1	4	7.89	3499	10	P	45.00	0
221	0.00	68.00	0.90	1	4	7.89	3499	10	P	45.00	4,453

10. Open *Routes to Schedule* and verify the information matches the prior two tables.

Division	Route	Div/Truck Assigned	Div/Driver Assigned	Max Truck Refills	Target Threshold	Limit Threshold	Schedule This Route
1 BEMIDJI COOP	51 BEMIDJI EAST	10 / 221 2022 FRTLNR M2	1 / 28 TREICHEL, JEFF	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	52 BLACKDUCK / KELLIHER	10 / 203 2020 filter	1 / 3	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	53 GULL LAKE / RED LAKE	10 / 71 07 FREIGHTLINER	1 / 29	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	54 BEMIDJI NORTH	10 / 181 2018 FRTLNR M2	1 / 20 STAY, CRAIG	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	55 BEMIDJI WEST	10 / 202 2020FRTLNR	1 / 12 MOE, EVERETT	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	56 BAGLEY	10 / 212 2021 FRTLNR	1 / 31 PETERSEN, KARL	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	57 BEMIDJI SOUTH	10 / 183 18-3 FRTLNR M2	1 / 7 ELLENSON, BOB	4	0.3000	0.2000	<input checked="" type="checkbox"/>
1 BEMIDJI COOP	58 CASS LAKE	10 / 211 2021 FRTLNR	1 / 23 OELKE, BOB	4	0.3000	0.2000	<input checked="" type="checkbox"/>

**Note:** If any changes are made in the above tables, run the *Create Export Files* to run the Optimizer. Verify it will run and that there are not any errors to keep it from running.



**Note:** If you receive an email stated routes were not created, it will tell you what the error is and you will need to correct the issue so you can have routes for the following day.

**Note:** If you receive an email with all the trucks routed, then you have completed the changes or additions correctly and no other changes need to be made.

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