

MYDISTRICT.NET

Router Wheel User's Manual

Version 20200822

www.MyDistrict.net

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ROUTER WHEEL

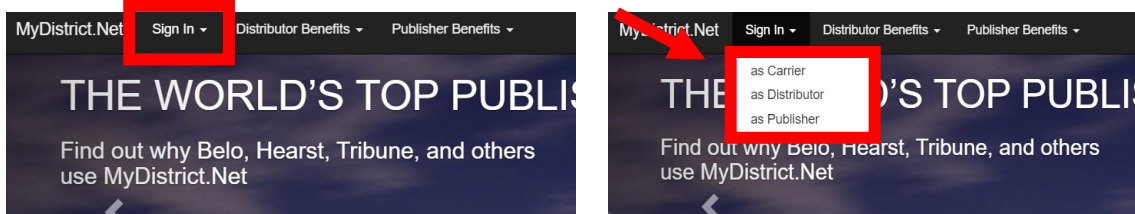
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LOGGING IN TO MYDISTRICT.NET

Using the latest version of Internet Explorer gives you access to all features, any other browser will limit some features ie: editing route cards etc..

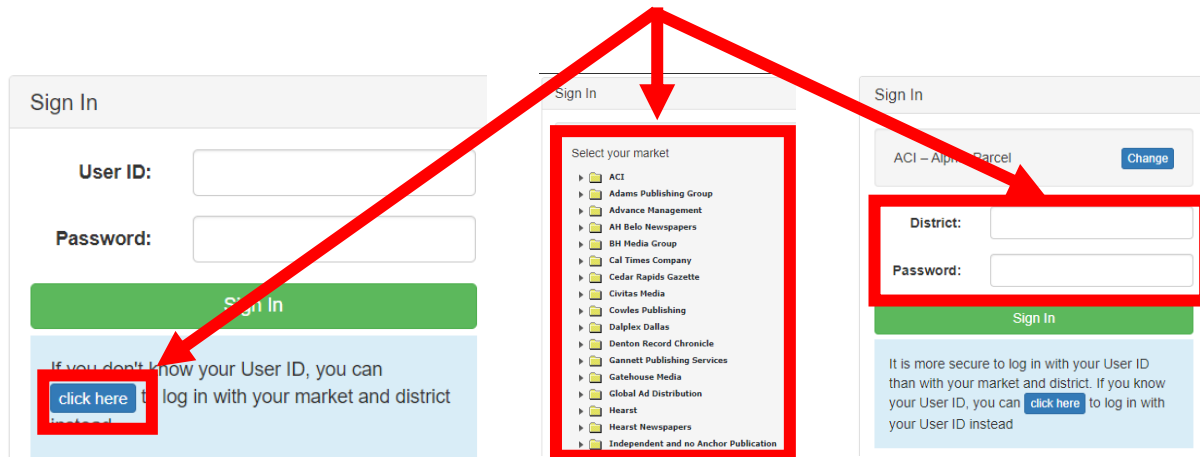
Direct your browser to: <http://www.mydistrict.net>

Click Sign In, then choose if you want to login as a
Distributor, Carrier or Publisher Login

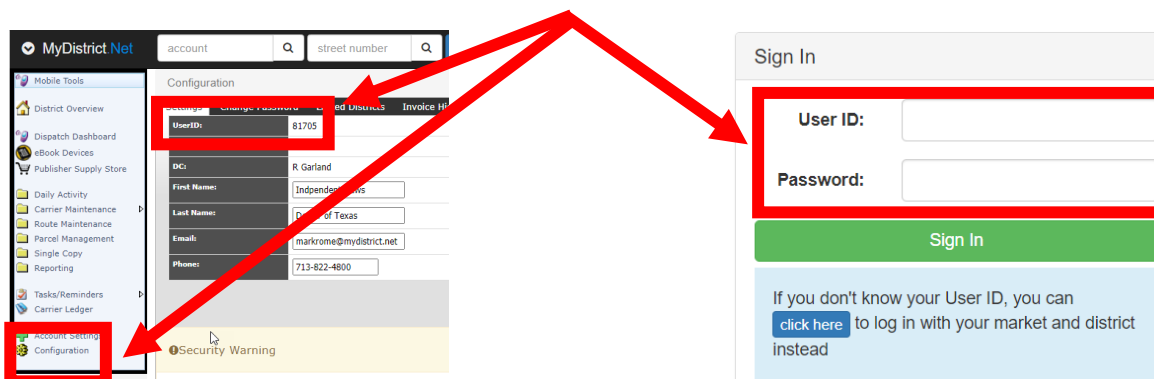


You can login with your District ID or your User ID

To login with your District ID, press the “click here” button then choose your publication and then enter your district number and password

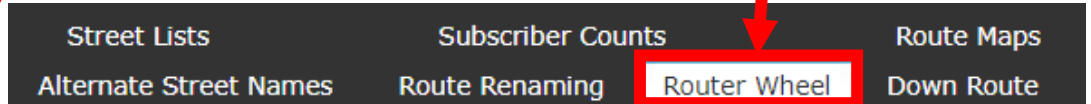
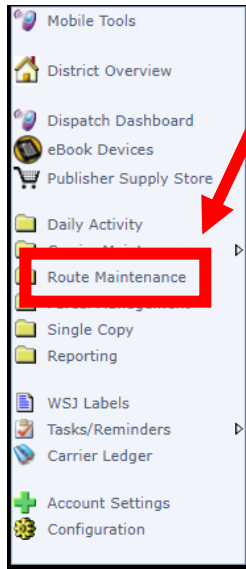


To login with your User ID you enter in your user ID and Password.
*****If you don't yet have your user ID, you must first login through the District ID then click on Configuration to display your UserID. Now you can use that and your current password to login*****



Router Wheel

Go to “Route Maintenance” and then click on the tab for “Router Wheel”



You can search for entries by inputting the Street Name or the Zip Code in the search bar.

A screenshot of the search bar in the web application. It features a blue button labeled 'Select Street/Zip' and a '+ Add New Entry' link. Below this is a search input field with a magnifying glass icon and the placeholder text 'Filter by Street Name or Zip5'. The entire search bar area is highlighted with a red box. A red arrow points from the text above to the search bar.

First Previous 1 2 3 4 5 6 7 8 9 Next Last

zip5	streetname
75041	15TH ST
75041	16TH ST
75041	17TH ST
75041	18TH ST
75044	ABBEY CT
75043	ABINGDON DR
75043	ABLON TRL
75231	ABRAMS CT
75231	ABRAMS PLACE CT
75231	ABRAMS RD

Clicking on an entry will open the entry where you can either add a new entry or edit an existing entry.

Router Wheel (Continued)

Once you have opened the streets click on one to open the menu to edit the Entry

Q Select Street/Zip **Entries** Edit Entry + Add New Entry

Zip5	type	low	high	e/o	street	route
75041	Numeric	2000	2052	B	17TH ST	5041C03

The menu has options for manipulating route assignment for street block ranges and splitting building address ranges.

Q Select Street/Zip Entries **Edit Entry** + Add New Entry

Edit Entry Delete Entry

Numeric range

Zip 75041 Street 17TH ST

Range 2000 to 2052 Both Even Odd

Route 5041C03

Cancel Save Changes

Building Splits

0 splits

Unit_Low	Unit_High	Route
new unit low	new unit high	

Note: If both values are numbers, then the range will be treated as numeric. If either value contains a non-numeric character, then the range will be alphabetic.

Add the beginning and end range, choose if you want both sides of the street, only even sides of the street or only odd sides of the street and choose which route to assign the entry to from the drop down menu.

Building Splits

You can split a building by inputting the unit numbers to start and end with and what route those splits will be on by selecting a route from the drop down menu.

Building Splits

0 splits

Unit_Low	Unit_High	Route
new unit low	new unit high	

Note: If both values are numbers, then the range will be treated as numeric. If either value contains a non-numeric character, then the range will be alphabetic.

Router Wheel (Continued)

Add New Entry

You can add a new entry by clicking on the Add New Entry tab, if you already have a street entry selected then it will automatically fill in the Zip and Street for you, you just need to input the range, choose both, even or odd and select a route from the drop down menu. Then click the Add Entry button.

 Select Street/Zip

 Entries

 Add New Entry

Add New Entry

Zip

75041



Street

17TH ST

Range

Low House Number

to

High House Number

Both

Even

Odd

Route

- Please Choose a Route -



Cancel

Add Entry

If you did not already have a street entry selected then clicking the Add New Entry tab will display a blank entry form for you to input the Zip, Street, range, choose both, even or odd and select a route from the drop down menu then click the Add Entry button.

 Select Street/Zip

 Add New Entry

Add New Entry

Zip

Enter Zip5



Street

Enter Street Name

Range

Low House Number

to

High House Number

Both

Even

Odd

Route

- Please Choose a Route -



Cancel

Add Entry

Create A New Route

To create a new route you first select the zone for the route from the pop up menu. You then name the route and assign it to a carrier. Once the route is created you will be able to start moving streets over to it using the “Router Wheel”.

Routes	Unassigned Addresses	Print Route Books	Route Book Sets	Street Lists
Manage Groups	Mileage	Label Buildings	Create Route	Completed Times
Current Routes				
zone	route	hidden		
75040B1	110	☐		
75040B1	75040Sub	☒		
75040B1	75040B1	☐		
75040B1	5040B101	☐		
75040B1	5040B102	☒		
75040B1	5040B103	☐		
75040B1	5043B103	☒		
75040B1	5043G211	☒		
75040B1	5089B105	☒		
75040B1	75043D105	☒		
75040C1	111	☐		
75040C1	75040C1	☐		
75040C1	5040C101	☐		
75040C1	5040C102	☐		
75040C1	5040C103	☐		
75040C1	5040C104	☐		
75040C1	5040C105	☐		
75040D1	112	☐		
75040D1	75040D1	☒		
75040D1	5040D101	☐		
75040D1	5040D102	☐		
75040D1	5040D103	☐		
75040F1	113	☐		
75040F1	75040F1	☒		
75040F1	5040F101	☐		
75040F1	5040F102	☐		
75040F1	5040F103	☐		
75040F1	5040F104	☒		
75040F1	5040F105	☒		
75040F1	5040F106	☒		
75040F1	5040F201	☐		

New Route
Zone:
75040B1
Route Number:

Carrier:
Neo Anderson
Create Route

***Note: routes that were used in the past but no longer active can not be used again and will display as “hidden”.**

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