Edit the stops of an order

This article covers editing and resequencing stops on an order, including unplanned orders and orders on the Planboard.

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The order of the stops can be edited after the order has been created and/or extra stops have been added.

There are multiple options for editing the stops of an order.

Edit unplanned orders

Change the sequence of unplanned orders

- Navigate to **Orders** and click the order to change.
- Click **Show route** in the **Operations** section of the order.
- Click **Edit route**.
- Drag and drop the stops.
- Save the changes. This method is particularly useful for making quick adjustments to the order of the stops with a visual overview of them.



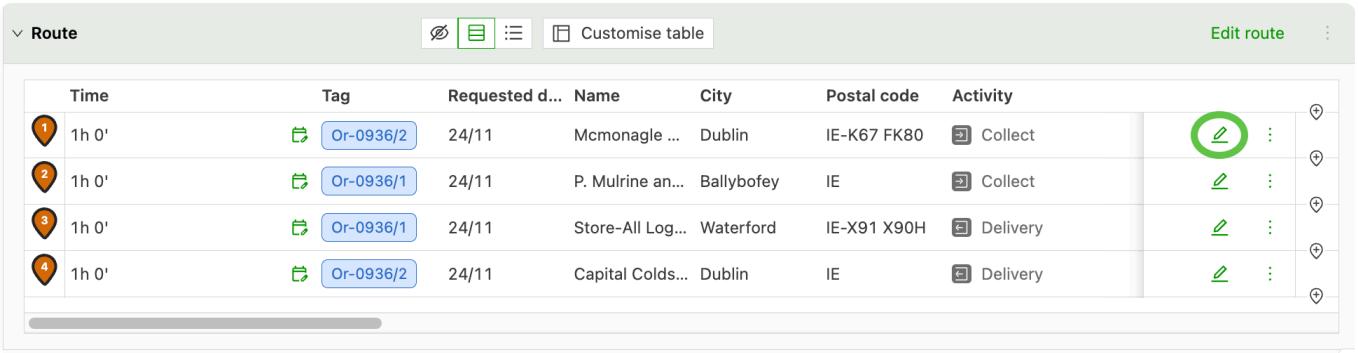
Edit the details of a stop of an unplanned order.

Stops on an order can be updated in 2 places in the order.

1. Shipment

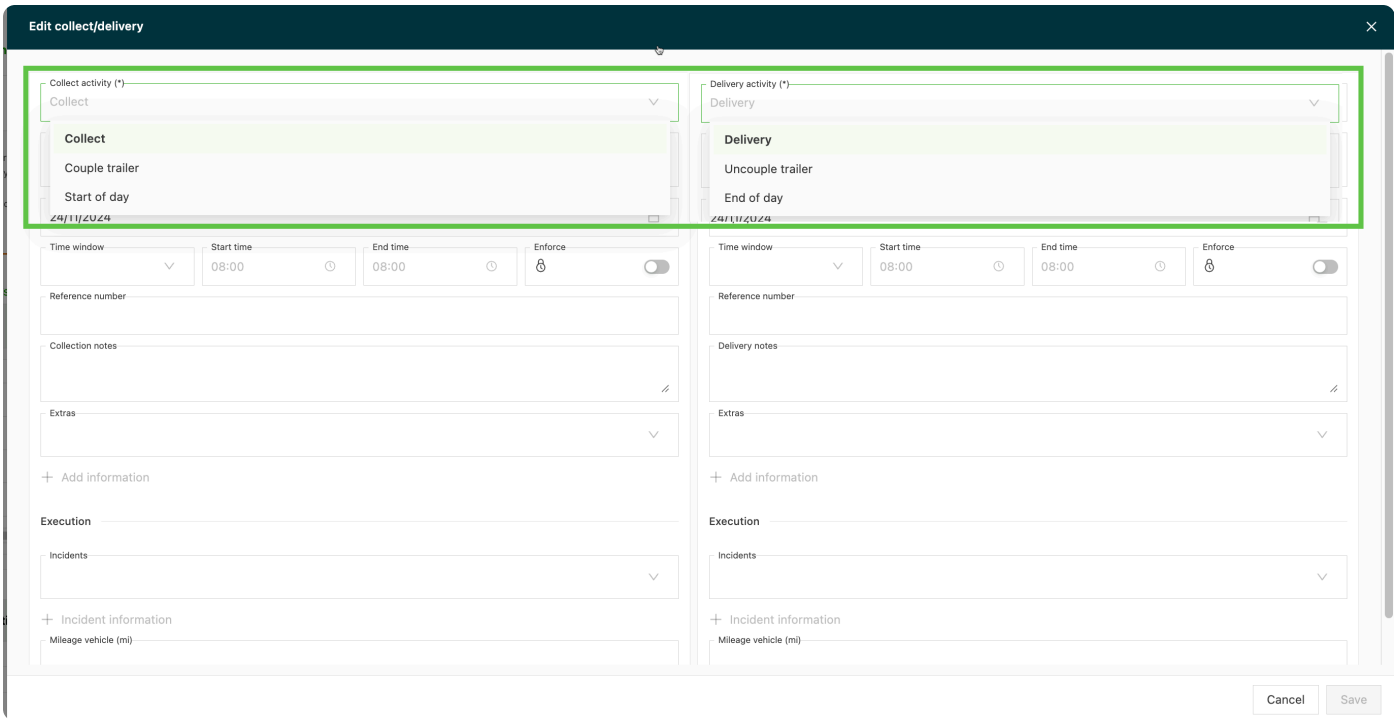


2. Route



In both cases, to update the stop details, click the ***Edit icon*** (green pen) to the right of the stop information.

The ***'Edit pickup / delivery'*** screen opens so changes can be made. This screen allows edits to the address, the time window, the activity or other relevant details for a stop.



Different stop activity options are available for selection.

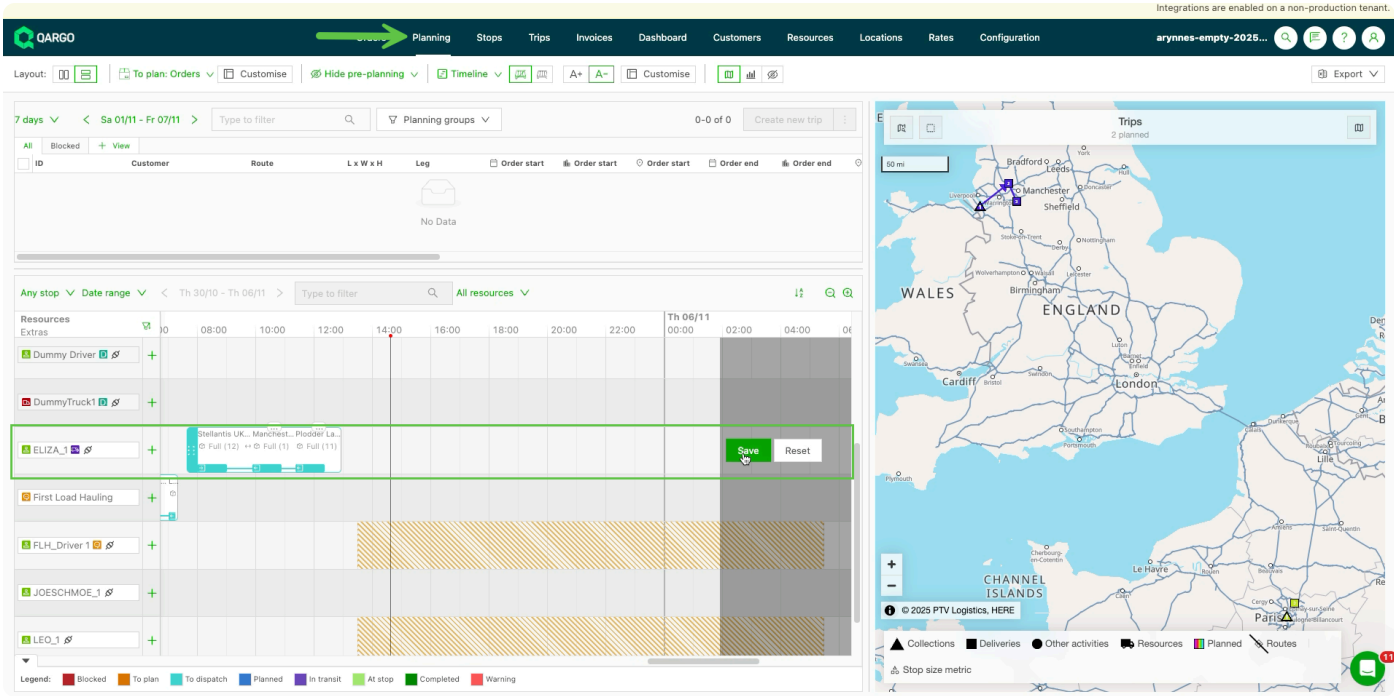
Stop activity	Description
Pickup	Pick up / load freight at a specified location
Hook trailer	Pick up a trailer at a specified location.
Start of day	Driver starts the day's driving from a specified location, e.g., overnight parking. Typically does not include loading / unloading freight.
Delivery	Drop off freight / empty container at a specified location
Drop trailer	Disconnect the trailer from the power unit and leave it at a specified location.
End of day	Driver finishes driving and parks at a specified location. Typically does not include loading / unloading freight.

Edit planned orders

Edit planned orders on the Planboard

A stop can also be edited on the Planboard if the load has already been planned.

- Navigate to **Planning**.
- Navigate to the load to edit in the planning view.
- Drag and drop the stop to the desired position in the load.
- Save the changes.



- When orders with the same stop locations are planned to a resource, the system consolidates those stops.
- Reorder the stops on the load by dragging them to the desired position in the load.
- Save the changes.



- The **stop is shown as a gray highlighted area** in the route details.
- Clicking the gray area opens the stop.
- Click the **Load number** to open the load details.

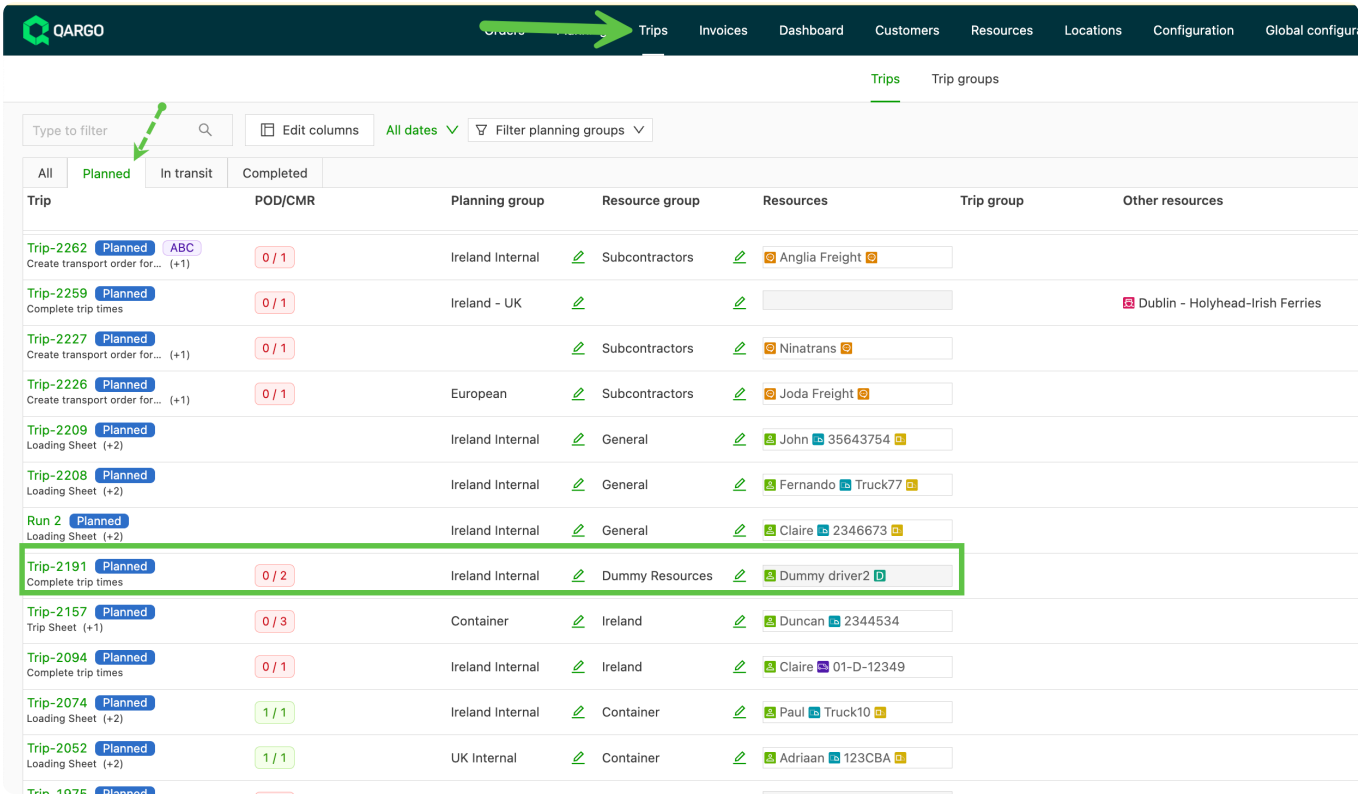


📚 Click anywhere in the gray stop highlight to open the stop details. To open the full load details, click the **Load number**.

Change the stop sequence of planned orders on the Loads page

The stop sequence can be updated from the load detail view page. This page can be accessed in a few ways, offering more flexibility to make edits on the fly. This approach is ideal for adjusting individual loads while working in the more focused, detailed view of a single load.

1. **Planning > Planboard** view. Click anywhere in the planned load to open it.
2. **Loads**. Click the **Load number**, or anywhere in the row, to open the load.



- Click **Edit route**
- Drag and drop the stops
- Save the changes

