

# Runs and Routes

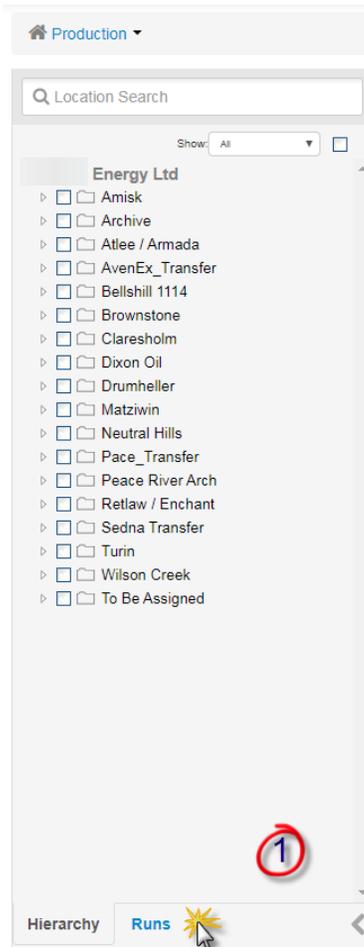
## CREATING RUNS AND ROUTES

In Canada we call this feature Runs and, in the USA, it is called Routes. To simplify we will be referring to this feature as Runs for this training.

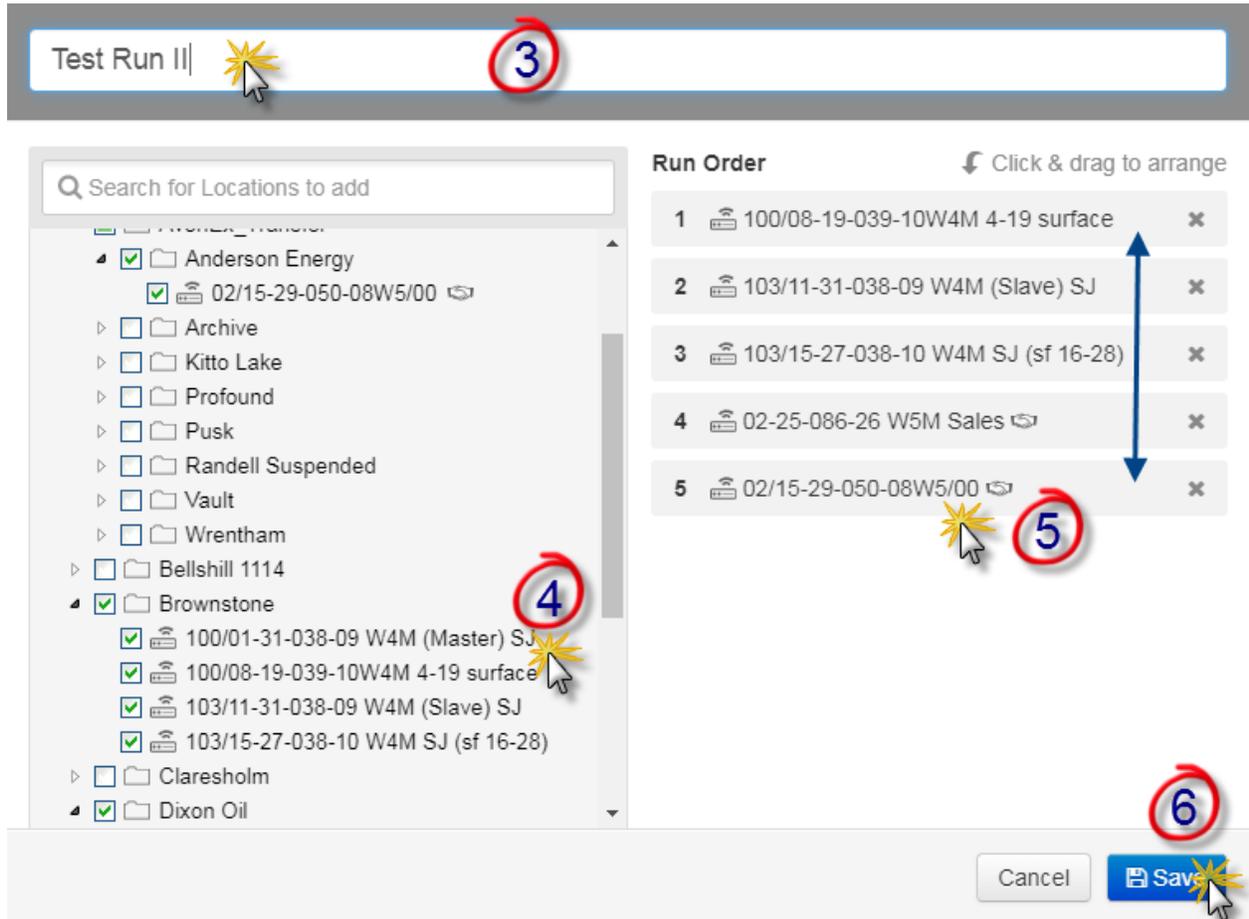
Runs are helpful to set up your locations with Zedi Access in an custom order that works for you. Every Zedi Access login will be able create and save their own custom routes in whatever order they like. It creates easy access to your well locations and data that need to be grouped together or sites that have been giving you issues. Runs also work on the job site with our app, Zedi Go, allowing you to organize the sites in the order that you will be visiting them.

Each Run is user specific and will not affect the hierarchy configuration. Every use can oversee creating the order of the sites that work for them specifically.

1. Click on the **Run** tab located on the bottom left of the home page, beside the hierarchy tab.
2. Select **“New Run +”** in the top of the left box.



3. Create a **Run Name** in the top box.
4. Double click on the **Locations** to add to the run order on the right of the screen.
5. **Click and Drag** the locations to arrange in the order desired.
6. **Select Save.**



Test Run II

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Search for Locations to add

- Anderson Energy
  - 02/15-29-050-08W5/00
  - Archive
  - Kitto Lake
  - Profound
  - Pusk
  - Randell Suspended
  - Vault
  - Wrentham
- Bellshill 1114
- Brownstone
  - 100/01-31-038-09 W4M (Master) SJ
  - 100/08-19-039-10W4M 4-19 surface
  - 103/11-31-038-09 W4M (Slave) SJ
  - 103/15-27-038-10 W4M SJ (sf 16-28)
- Claresholm
- Dixon Oil

Run Order

Click & drag to arrange

1	100/08-19-039-10W4M 4-19 surface	x
2	103/11-31-038-09 W4M (Slave) SJ	x
3	103/15-27-038-10 W4M SJ (sf 16-28)	x
4	02-25-086-26 W5M Sales	x
5	02/15-29-050-08W5/00	x

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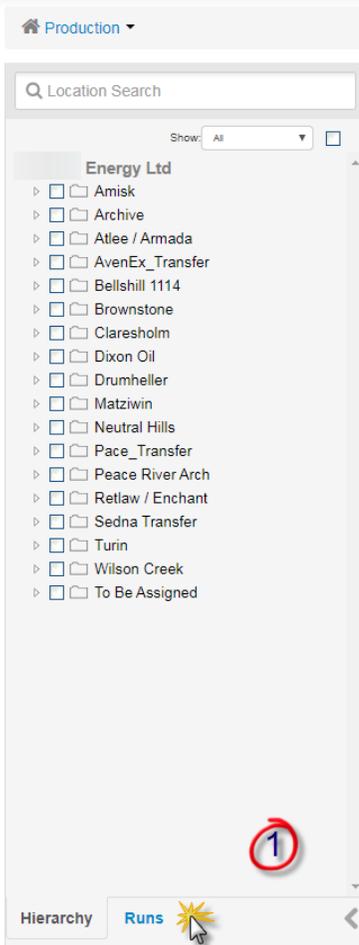
Cancel Save

### HOW TO USE RUNS

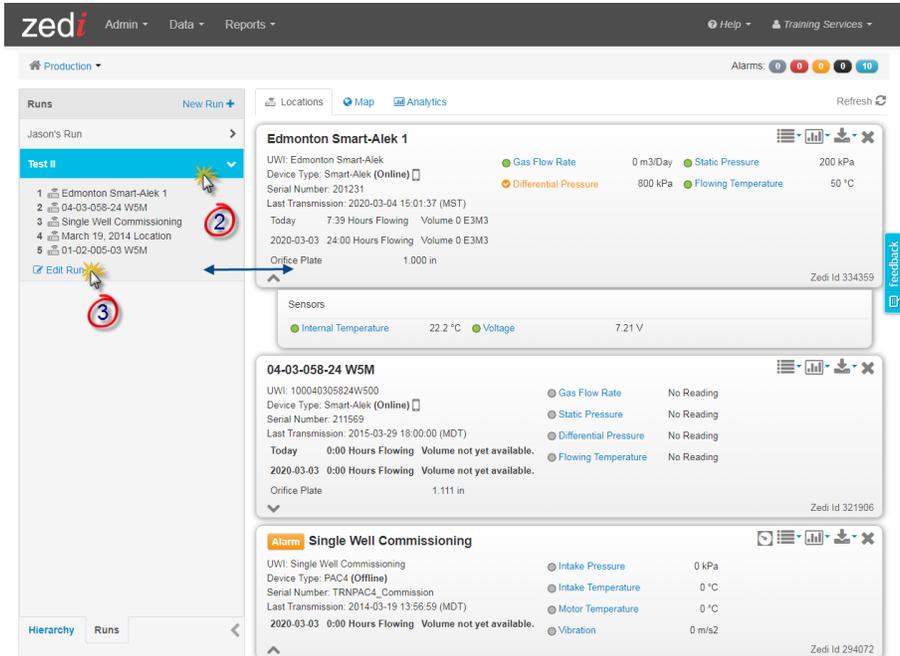
Once a run has been created, only the locations that you have selected for your Run will generate when the run is selected. You can modify or create multiple Runs.

#### In Zedi Access

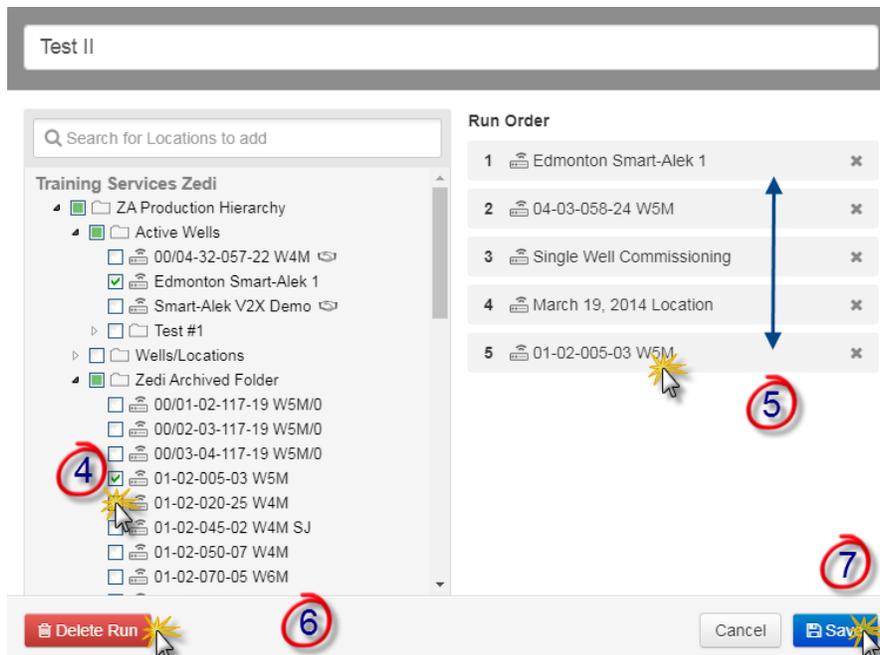
1. Click on the Run tab located on the bottom left of the home page, beside the hierarchy tab.



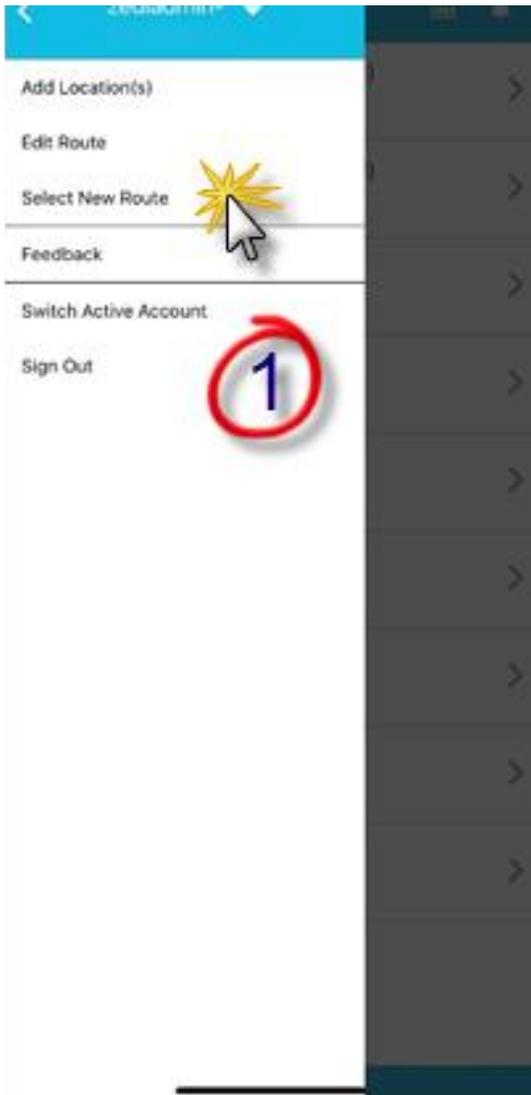
2. Select the name of the **Run** that you created on the left and your sites for this run will show up on the right.
3. To edit the run click, **Edit Run** at the bottom of expanded screen on the left.



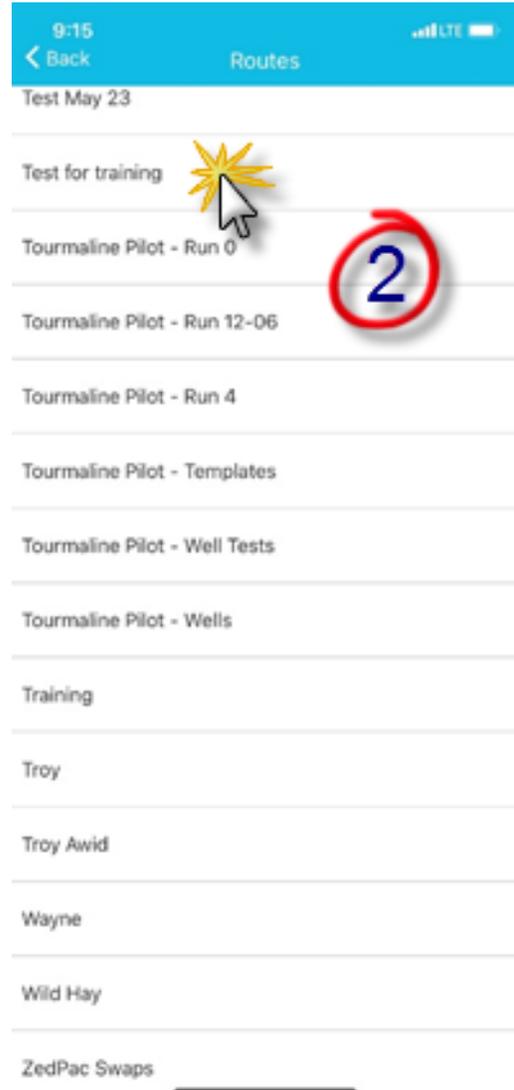
4. You can **Select** or **Deselect** more locations.
5. In this screen you can also modify the order by **Clicking and Dragging** the location.
6. Select **Delete Run** to remove altogether.
7. Click to **Save** any changes.



1. Once you have logged in click **Select Route/Run**



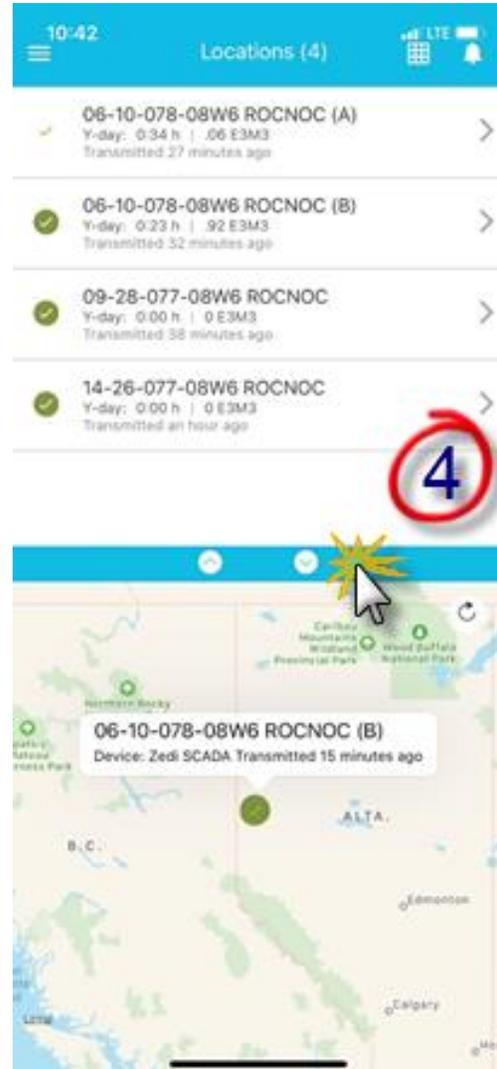
2. Select the Run/Route that you have created.



3. The sites on these Runs will appear in the order that you have created.



4. Click on the white circled arrow at the bottom of the screen to pull up a map of these locations.



5. Select **Edit Run/Route** to modify run/route.



6. Select the **Garbage Can** in the top right corner to delete Run/Route.
7. Select the **Red Circle** beside the site that you would like to delete.
8. Click the **Icon** to the left of the site and drag to where you would like the new position to be.

