Exporting Orders – OptimoRoute

Distribution · https://mountainstream.co/docs/exporting-orders-optimoroute/

Only snapshotted orders will be exported to OptimoRoute.

To export order to OptimoRoute, simple go to either of these pages then Click Send to OptimoRoute:

- From **Dispatch Dashboard** by navigating to **Distribution › Dispatch › Dashboard** and click **Send to OptimoRoute.**

[Screenshot of a web application showing menu navigation: “DISTRIBUTION” tab selected, “Dispatch” and then “Dashboard” from the dropdown, with an arrow pointing to the “Send to OptimoRoute” link for Exporting Orders on the Dispatch Dashboard.]

- From **Pick & Pack › Labels & Boxes** by navigating to **Distribution › Pick & Pack › Labels & Boxes.**
  Then expand **More** button and click **Send to OptimoRoute.**

[Screenshot showing a navigation path in a software interface: Distribution > Pack & Pack > Labels & Boxes, then a menu with Exporting Orders to OptimoRoute highlighted by a red arrow and circled numbers guiding each step.]

- From **Pick & Pack › Columns** by navigating to **Distribution › Pick & Pack › Columns.**
  Then expand **More** button and click **Send to OptimoRoute.**

[Screenshot of a delivery report web interface showing steps for exporting orders to OptimoRoute: 1. Select “Distribution,” 2. Choose “Pick & Pack,” 3. Select “2 Columns,” 4. Click “Send to OptimoRoute” from the dropdown list.]

After clicking **Send to OptimoRoute**, it will display a success message once orders have been exported. It will also create an **Audit Trail entry**.

Check your OptimoRoute app and make sure all orders have been imported. You may reload the page if it doesn’t update automatically.

[A screenshot of the OptimoRoute interface shows a map with delivery routes and a pop-up order summary. A highlighted order list displays details like ID, priority, location, address, box count, creation time, and options for Exporting Orders.]

Get Started