



## The new **Manual Reassign** on the Ride Plan.

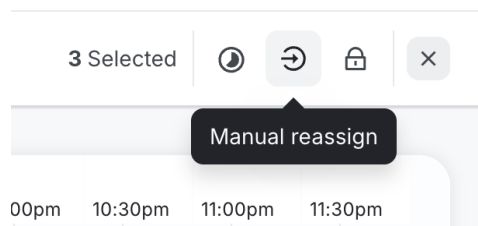
We're thrilled to introduce an exciting update to the Manual Assign feature! Designed to simplify managing unexpected changes, Manual Assign is already a powerful tool. Now, it's even better: you can select multiple rides within a shift and reassign them all at once to another shift. This enhancement streamlines the process, saving you valuable time and effort.

Whether it's reassigning rides after a vehicle breakdown or moving a group of rides to another shift, Manual Reassign puts control at your fingertips.

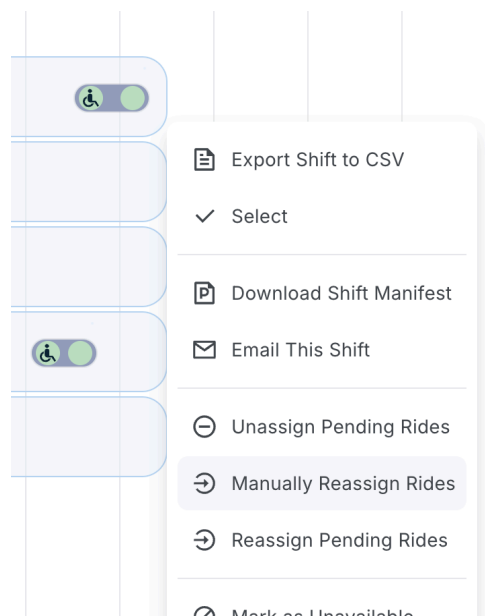
Here's how it works, step by step:

### 1. Select the Rides

Manual Reassign is accessible right where you need it—via the **Action Bar** or **Shift Menu**. Simply select multiple upcoming rides from the same shift and select Manual Reassign from the action bar.



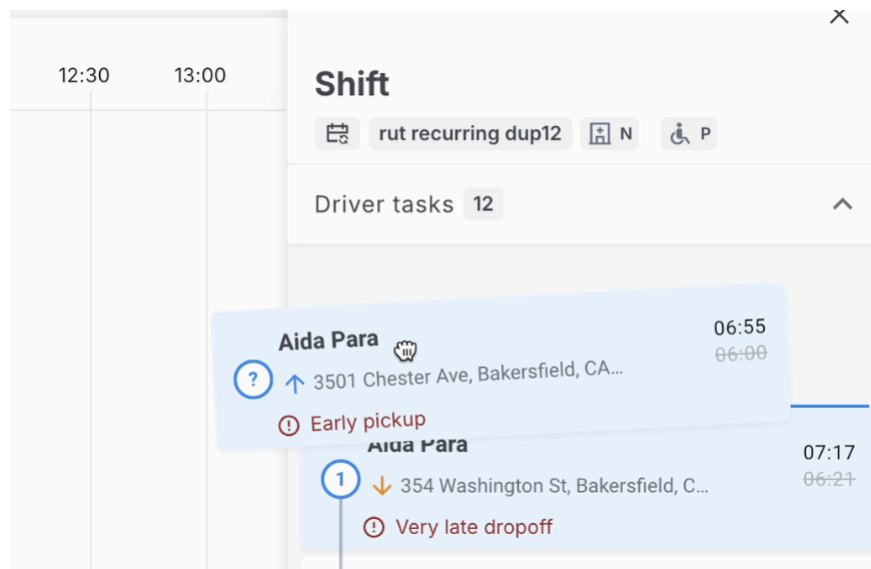
Want to move all upcoming rides from the shift? Select the Manual Reassign option from the Shift Menu to immediately select all rides.





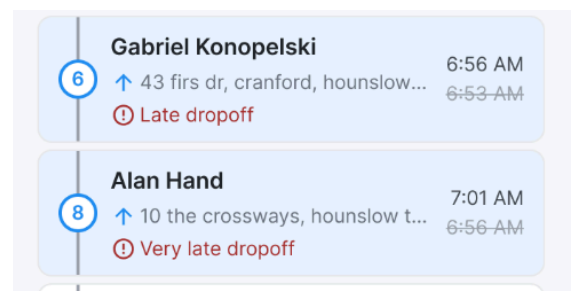
## 2. Set the Order of the Rides

Once you've chosen the rides, select the target shift for reassignment. Our system will automatically order the rides based on their planned pick-up and drop-off times, ensuring a quick start. Want to update the order? Drag and drop tasks to fine-tune the sequence to best fit your shift.



## 3. Reassign with Confidence

We validate every change in real time, giving you a clear view of its impact on the new shift. See the updated ride times on the timeline, and review any warnings - like potential On-Time Performance changes - before committing. With this transparency, you can confidently make decisions that keep your operations running smoothly.



## Next Steps

We'll start rolling out Manual Reassign within the next few weeks. We value your feedback as we work to build the best product for your needs, so feel free to share suggestions on how to improve this feature as your team starts using it.