

Guided Tour

The logo for PC MILER 29. It features a shield-shaped icon on the left, divided into red, white, and blue sections. To the right of the icon, the text "PC MILER" is written in a white, bold, sans-serif font, with a small white star between "PC" and "MILER". The number "29" is written in a large, bold, green font to the right of "MILER".

PC MILER[®] 29

Technology Beyond Miles



Take a Guided Tour Through PC*MILER®!

The Tour on the following pages will enable you to experience the functionality, speed, ease of use, and accuracy of PC*MILER. Please take a little time to become comfortable with the basic features of PC*MILER by following the instructions in this tour, step by step. By taking this guided tour, you will quickly become familiar with some of the product's major features and capabilities.

If you want more information at any point during this tutorial, with the PC*MILER application window active, press the <F1> key on your keyboard to bring up online help; or open the *PC*MILER User's Guide* – if you don't see this PDF document on your desktop, click the Windows **Start** menu > *All Programs* (or the equivalent in your version of Windows) > *PCMILER 29 > User Guides > User's Guide*.

Now on to the Guided Tour, welcome aboard and we hope you enjoy the ride!



This Way for the Guided Tour...

Stops On The Tour

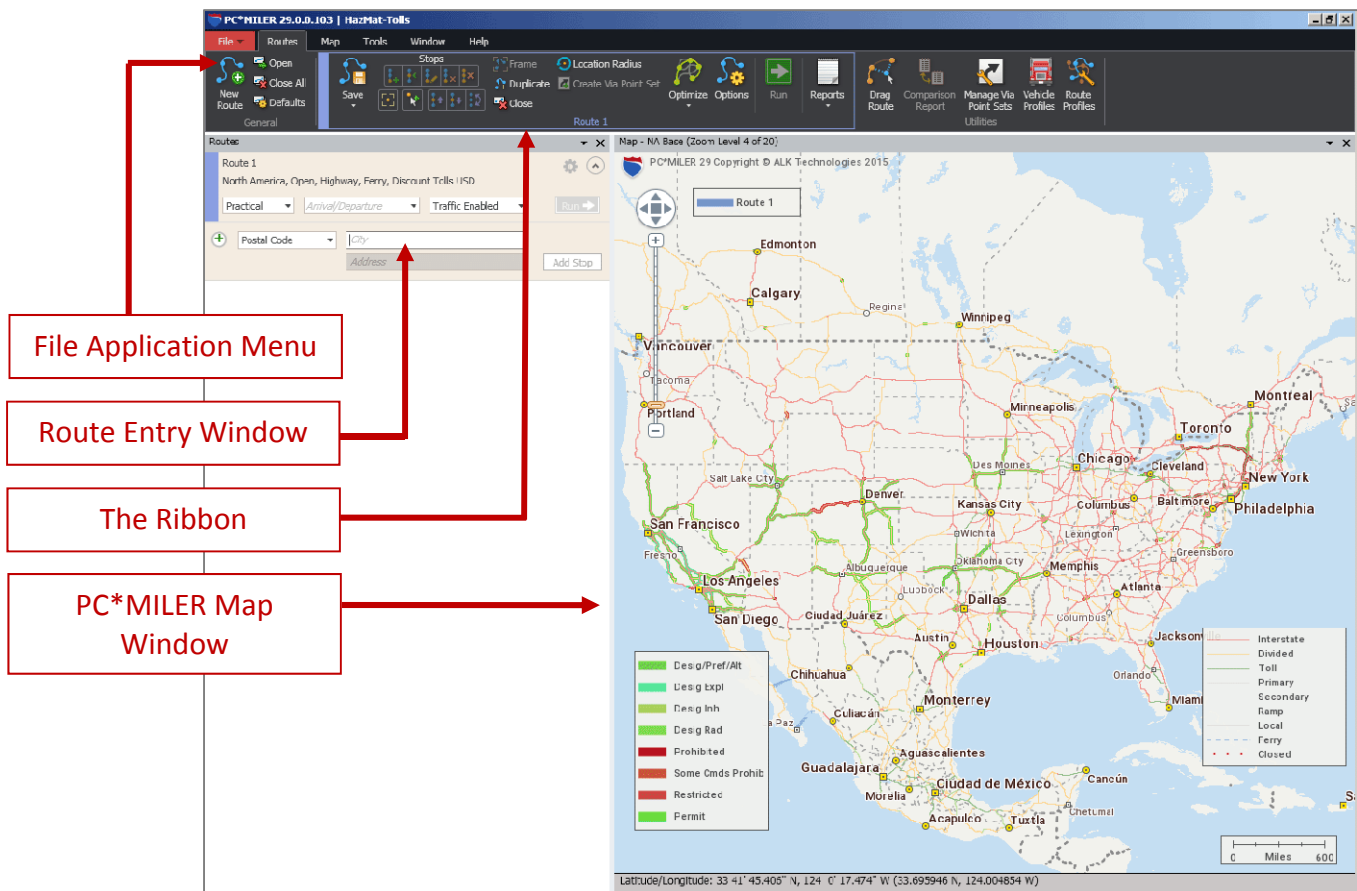
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PC*MILER 29 Application Window Overview

To begin the Tour, double-click on the PC*MILER icon on your desktop to open the program, or click the Windows **Start** menu and select **All Programs** (or the equivalent for your version of Windows) > **PCMILER 29** > **PCMILER 29**.

When you first open PC*MILER, you'll see an active route window on the left, the PC*MILER map window on the right, and a Ribbon toolbar at the top. The Ribbon contains layered toolbars organized in tabs like a set of file folders. When you click a tab, the attached toolbar becomes visible. Users of Microsoft Office Word® or Excel® 2007 and higher will already be familiar with the Ribbon format.

The options in each toolbar on the Ribbon pertain to tasks that are related to each other. For example, all tools in the Map tab perform tasks related to the map window. The screenshot below shows your initial view of PC*MILER, with the Routes toolbar visible. This toolbar has three groups of tools: General, "Route 1" (the name of this group reflects the name of the currently active route in the Routes window), and Utilities.



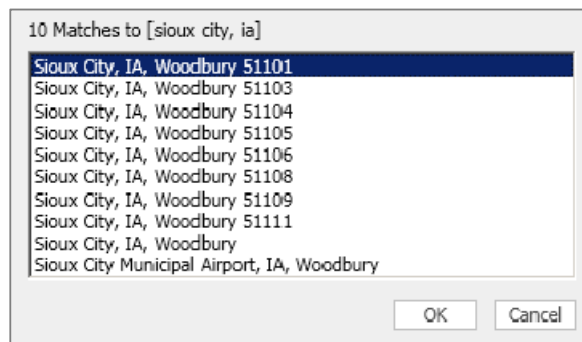
Getting Started: First Run a Route

To generate a route, you need to enter at least two stops (an origin and a destination). We will enter an origin, a destination, and three intermediate stops. Your cursor should be in the Route 1 window, in the **City** field. (If you don't see this window, click *New Route* in the Routes tab > General group.) For now, we'll ignore the time-of-day, day-of-week, and traffic settings that are available in the route window.

1. As the first step, select the red File application menu (upper left corner of the PC*MILER window) > *Application Settings* and make sure **Provide Pick List** is checked. This option displays a pick list when there is more than one possible match in the PC*MILER database for a location you enter. Click **Save** to close the window.
2. In the **City** field of the route window, enter the trip origin as a city/state: type “**sioux city, ia**” (with or without a space between the city and state) and click **Add Stop** or press <Enter>. Click **OK** in the pick list that pops up to enter the first match on the list. You entered “**51101 Sioux City, IA, Woodbury**”. The **Time Zone** column to the right of the stop name tells us that the time zone at this location is Central Daylight Time (**CDT**).



The screenshot shows a portion of the PC*MILER software interface. It features a text input field containing the text "sioux city, ia". To the left of the input field is a dropdown menu labeled "Postal Code" with a plus sign icon. Below the input field is a greyed-out field labeled "Address". To the right of the input field is a button labeled "Add Stop".



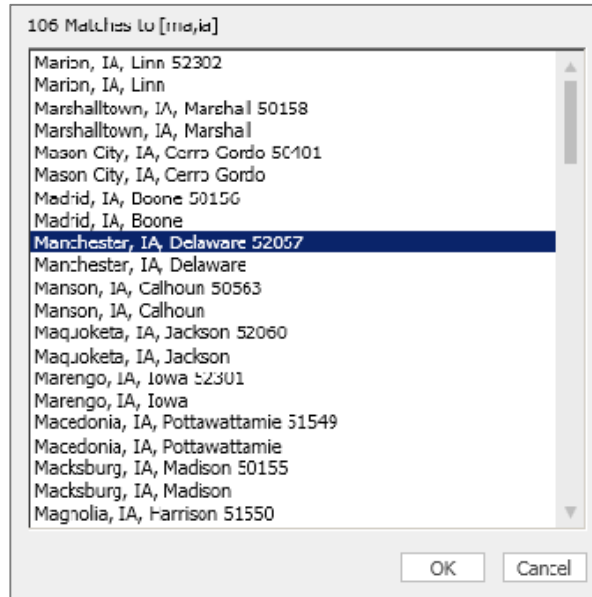
The screenshot shows a pick list dialog box titled "10 Matches to [sioux city, ia]". The list contains the following entries:

- Sioux City, IA, Woodbury 51101 (highlighted)
- Sioux City, IA, Woodbury 51103
- Sioux City, IA, Woodbury 51104
- Sioux City, IA, Woodbury 51105
- Sioux City, IA, Woodbury 51106
- Sioux City, IA, Woodbury 51108
- Sioux City, IA, Woodbury 51109
- Sioux City, IA, Woodbury 51111
- Sioux City, IA, Woodbury
- Sioux City Municipal Airport, IA, Woodbury

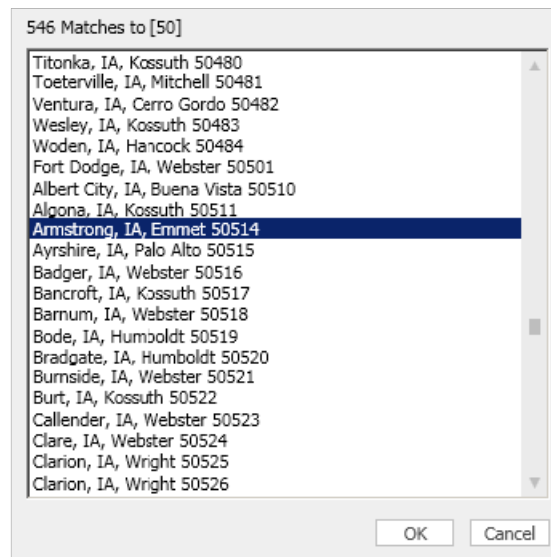
At the bottom of the dialog box are "OK" and "Cancel" buttons.

3. Next, type “**urbandale, ia**” and click **Add Stop**. With “**Urbandale, IA, Polk 50322**” selected in the pick list, click **OK** or press <Enter> to add this stop.
4. Type “**52585**” in the **City** field and click **Add Stop**. Choose “**Richland, IA, Keokuk 52585**” as the next stop.
5. Get help with spelling when you enter a third stop: type “**ma,ia**” and click **Add Stop**. In the pick list, scroll down and highlight “**Manchester, IA, Delaware 52057**” then click **OK**. (The cities at the top of the pick list are not in alphabetical order – this is because with multiple matches, PC*MILER will list the most densely

populated and popular locations first, with an alphabetical listing of other potential matches underneath.)



6. Use the ZIP Code Helper to enter the final destination of the route: type **50** and click **Add Stop**. Scroll down the pick list and highlight **“Armstrong, IA, Emmet 50514”** then click **OK**.



TIP: In pick lists, use the type-ahead search feature to easily find “Armstrong, IA”. For example, type “Arm” and the pick list will bring you to a match.

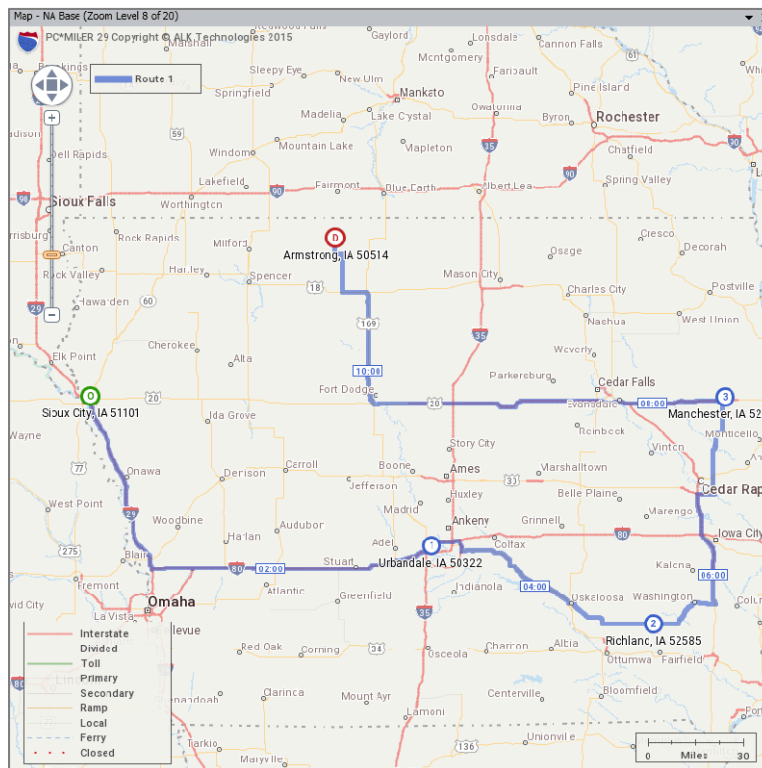
7. Click the **Run** button or press the **<F10>** key to generate your route.

PC*MILER will calculate the mileage for each leg of the trip, along with cost and time* estimates, and cumulative totals below the stop list. If PC*MILER|Tolls is

licensed and installed, toll costs will be calculated as well. The route will also be drawn and framed in the map window.

** This and subsequent routes in the Tour were run with PC*MILER/Traffic features enabled. If this add-on was not purchased and installed, your drive time estimates will vary slightly from what you see in this tour.*

| Routes | | | | | | |
|--|----------------------------------|-------------------|---------------|-----------------|--------------|--------------|
| Route 1 | | | | | | |
| North America, Open, Highway, Ferry, Discount Tolls USD | | | | | | |
| Practical | | Arrival/Departure | | Traffic Enabled | | Run |
| | | Time Zone | Tolls | Cost | Drive Time | Miles |
| 0 | Sioux City, IA 51101 Woodbury | CDT | | | | |
| 1 | Urbandale, IA 50322 Polk | CDT | \$0.00 | \$223.32 | 3:07 | 195.5 |
| 2 | Richland, IA 52585 Keokuk | CDT | \$0.00 | \$135.57 | 2:04 | 109.6 |
| 3 | Manchester, IA 52057 Delaware | CDT | \$0.00 | \$152.69 | 2:17 | 125.7 |
| D | Armstrong, IA 50514 Emmet | CDT | \$0.00 | \$262.71 | 3:49 | 221.3 |
| | | | \$0.00 | \$774.29 | 11:16 | 652.1 |
| <input type="text" value="Postal Code"/> <input type="text" value="City"/> <input type="text" value="Address"/> <input type="button" value="Add Stop"/> | | | | | | |



Search a Location Radius

For Cities and Postal Codes

The Location Radius tool can help with rate determination and pre-operations planning. We'll just take a quick look at it.

1. Click **Manchester, IA** to highlight it on the stop list for the route you just ran.
2. In the Routes tab > Route 1 group, click *Location Radius* to open the Location Radius dialog box. You'll see Manchester entered in the **City** field. Any valid PC*MILER location can be entered for a location radius search.
3. Enter "15" as the number of miles for a **Radius** around Manchester, uncheck **Cities** and check **Postal Codes** instead.
4. Click **Find**. All postal codes within 15 miles of Manchester will be listed:

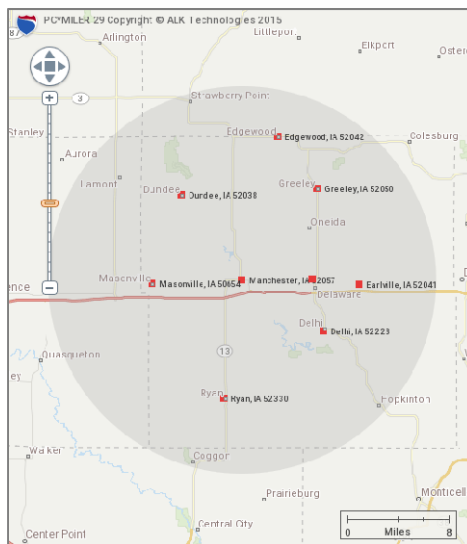
The screenshot shows the 'Location Radius' dialog box in PC*MILER software. The map on the left displays a 15-mile radius around Manchester, IA. The search results table on the right is as follows:

| Place | Type | Distance |
|-------------------------|-------------|----------|
| Manchester, IA 52057 | Postal Code | 0.0 |
| Delaware, IA 52036 | Postal Code | 5.5 |
| Masonville, IA 50654 | Postal Code | 6.9 |
| Delhi, IA 52223 | Postal Code | 7.5 |
| Dundee, IA 52038 | Postal Code | 8.0 |
| Earlville, IA 52041 | Postal Code | 9.1 |
| Greeley, IA 52050 | Postal Code | 9.1 |
| Ryan, IA 52330 | Postal Code | 9.3 |
| Edgewood, IA 52042 | Postal Code | 11.4 |
| Littleport, IA 52042 | Postal Code | 11.4 |
| Lamont, IA 50650 | Postal Code | 12.4 |
| Winthrop, IA 50682 | Postal Code | 14.2 |
| Hopkinton, IA 52237 | Postal Code | 14.3 |
| Strawberry Pt, IA 52076 | Postal Code | 14.3 |
| Coggon, IA 52218 | Postal Code | 14.6 |

5. Now we'll select some points on the list to plot on the map: holding the **Shift** key down, click the first location on the list (Manchester) then click **Edgewood, IA 52042** to select it and all the postal codes in between:

| Place | Type | Distance |
|----------------------|-------------|----------|
| Manchester, IA 52057 | Postal Code | 0.0 |
| Delaware, IA 52036 | Postal Code | 5.5 |
| Masonville, IA 50654 | Postal Code | 6.9 |
| Delhi, IA 52223 | Postal Code | 7.5 |
| Dundee, IA 52038 | Postal Code | 8.0 |
| Earlville, IA 52041 | Postal Code | 9.1 |
| Greeley, IA 52050 | Postal Code | 9.1 |
| Ryan, IA 52330 | Postal Code | 9.3 |
| Edgewood, IA 52042 | Postal Code | 11.4 |
| Littleport, IA 52042 | Postal Code | 11.4 |

- Click **Plot Points**. You'll see the points plotted on the map, represented by small red squares. At this point you could also **Save** the highlighted points in a text file, or click **Add Stops** to add them as stops in the active route window, replacing Manchester.



For Points of Interest (POIs)

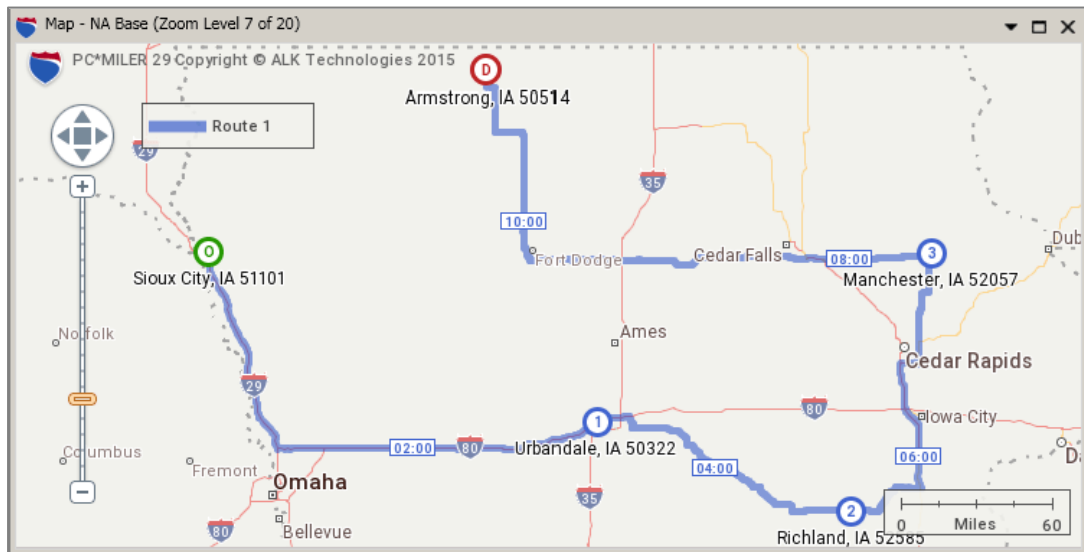
In addition to the Location Radius tool, PC*MILER enables you to execute a search for POIs from a route window, either within a specified radius around a location or along a corridor on a route. Optionally, the search can target specific POI categories such as Truck Stop or Rest Area and can include a key word to look for. In the route window, use the stop type drop down and select **Place of Interest**, from there use the fields provided to search for POIs.

For more on this feature including detailed instructions, see the *PC*MILER User's Guide*.

Take a Closer Look at the PC*MILER Map Window

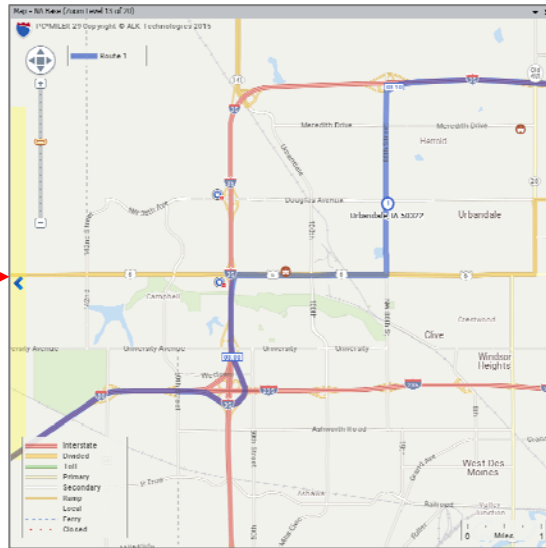
Next, let's look at your route framed in the PC*MILER map window:

1. The map window can be floated as a separate window – right click on the gray title bar and select *Float*. The window now appears with a dark border and can be dragged to any position on your screen.



2. Select the Map tab > Customize group > *Legends* menu to control which legends appear on the map. Try checking/unchecking a legend in this menu to display/hide it. Legends on the map can be positioned anywhere you choose: place your cursor on a legend, hold down the left mouse button and drag it to another spot.
3. By default the map is in drag map mode (the cursor is shaped like a hand). Click and drag the map to pan your view.
4. Use the Zoom Level slider bar to adjust the zoom level (+ to zoom in, - to zoom out) and use the compass above it to pan the map north, south, east or west.
5. Another way to shift the map view is to use the hidden scroll bars. To activate a scroll bar, place your cursor near any edge of the map window. Click on the scroll bar to move the map incrementally in the direction indicated by the arrow, or click and hold to pan the view quickly:

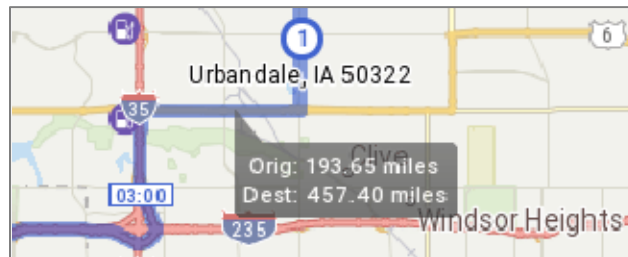
Scroll Bar
with directional
arrow



6. You can also click and hold the mouse on the map and drag a box around an area to zoom in to it: first select the Tools tab > View group > *Box Zoom*.
7. In the Route 1 window, double-click Sioux City on the stop list to zoom in on it. Notice the zoom level – 14 of 20 – in the title bar of the map window. Truck stops and fueling stations begin to display at higher zoom levels.
8. As you zoom in closer, other points of interest (POI) will appear. At higher zoom levels, you can place the cursor over any POI to see its name:

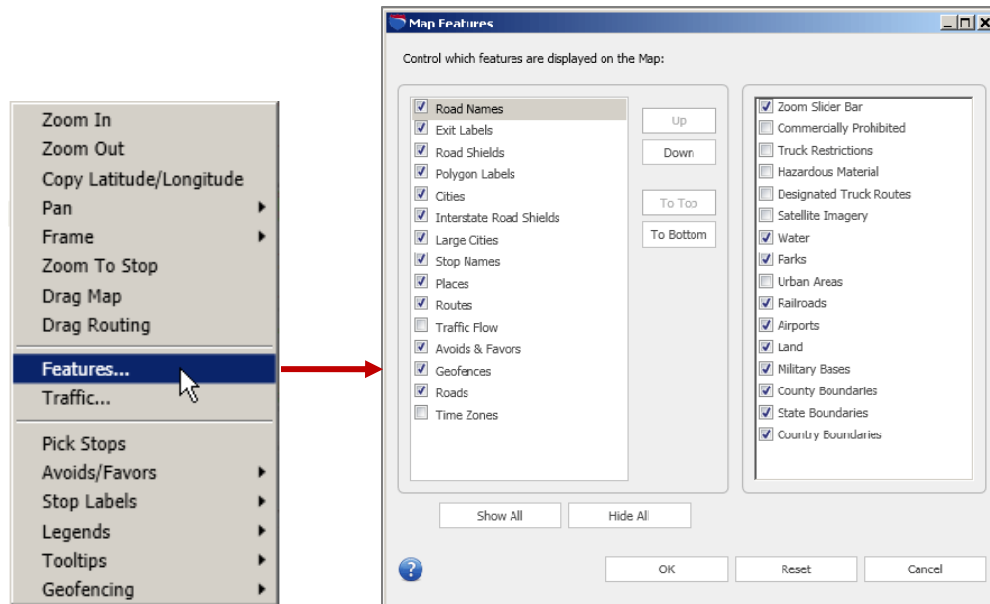


9. Select the Map tab > Customize group > *Tooltips* > *Route Distance*. When this feature is turned on, if the cursor is placed at any point on a generated route on the map, a tooltip will appear that displays the distance from the origin and destination at that point:



10. A **right mouse** map menu gives you quick access to many of the features described above and more – with your cursor in the map window, click the right mouse button and select *Features...*



11. In the Map Features dialog, all the listed features can be displayed or hidden. Features that are checked will be displayed. Features on the left can be raised or lowered to change the order in which they are drawn on the map (for example, raising “Cities” to the top of the list will draw city names on top of all other features, making them more visible).

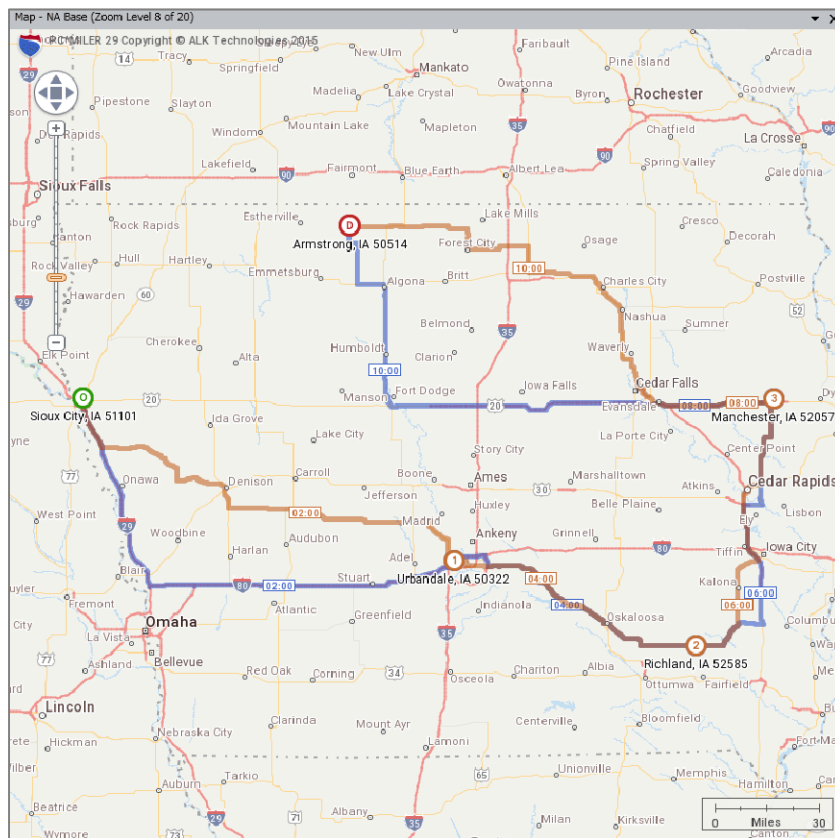


12. We will leave the features in their default positions. Click **Cancel** in the Map Features dialog, then right mouse click on the title bar of the map window and select *Dock*.

Duplicate a Route and Change the Route Type

We are now going to open a second route by duplicating Route 1:

1. Click on the **Route 1** entry window to activate it.
2. Click the minimize button in the upper right corner to shrink the window. 
3. Select the Routes Base tab > Route 1 group > *Duplicate*. A duplicate route will open. 
4. In the **Route 1 - Copy** window, use the pick list in the upper left corner to change the route type to **Shortest**, then click **Run** or press the <F10> key.
5. Look at the two routes on the map to see how the route from Sioux City to Armstrong has been altered because you changed the route type.

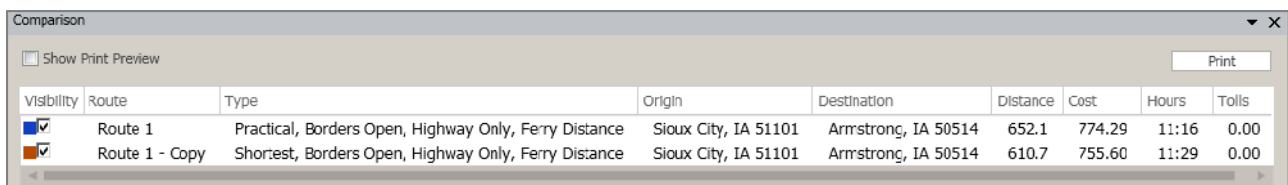


View the Comparison Report

The Comparison Report includes a summary of the total mileage, cost estimates, and time estimates for all currently open routes. It allows you to see clearly the differences between your generated routes.

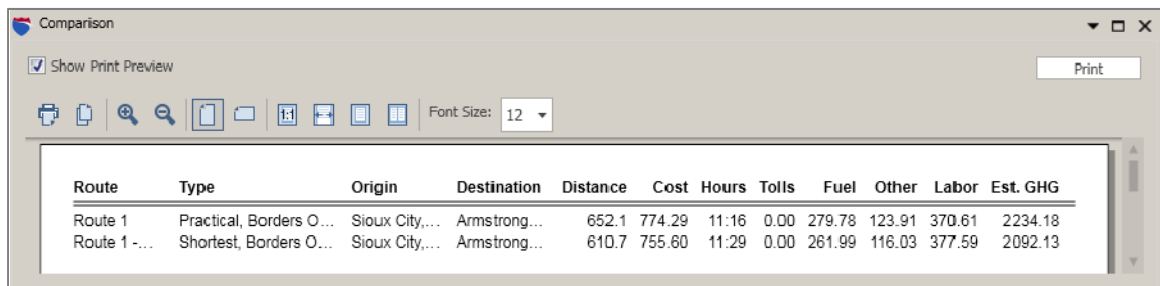
1. To view the Comparison report, either click *Comparison Report* in the Routes tab > Utilities group or press the <F4> key. In this report it's easy to see that the Shortest route covers fewer miles, but has a longer drive time. Scroll the report to the right to see additional cost estimates (Other cost, Labor cost, and Estimated Green House Gas emissions). You can use the check boxes in the first column, labeled "**Visibility**", to control whether each route is drawn on the map.

All cost estimates are calculated using default trip costs that can be customized in the Route Options dialog. Road speeds used in time estimate calculations can also be customized in this dialog. (Time estimates may also be affected by traffic considerations if PC*MILER|Traffic is licensed.)



| Visibility | Route | Type | Origin | Destination | Distance | Cost | Hours | Tolls |
|-------------------------------------|----------------|---|----------------------|---------------------|----------|--------|-------|-------|
| <input checked="" type="checkbox"/> | Route 1 | Practical, Borders Open, Highway Only, Ferry Distance | Sioux City, IA 51101 | Armstrong, IA 50514 | 652.1 | 774.29 | 11:16 | 0.00 |
| <input checked="" type="checkbox"/> | Route 1 - Copy | Shortest, Borders Open, Highway Only, Ferry Distance | Sioux City, IA 51101 | Armstrong, IA 50514 | 610.7 | 755.60 | 11:29 | 0.00 |

2. To see the Comparison report in a printable format, check **Show Print Preview** in the upper left corner. The tool bar above the printable version allows you to change the font size and layout, zoom in and out, and copy and print the report.





| Route | Type | Origin | Destination | Distance | Cost | Hours | Tolls | Fuel | Other | Labor | Est. GHG |
|---------------|-------------------------|----------------|--------------|----------|--------|-------|-------|--------|--------|--------|----------|
| Route 1 | Practical, Borders O... | Sioux City,... | Armstrong... | 652.1 | 774.29 | 11:16 | 0.00 | 279.78 | 123.91 | 370.61 | 2234.18 |
| Route 1 - ... | Shortest, Borders O... | Sioux City,... | Armstrong... | 610.7 | 755.60 | 11:29 | 0.00 | 261.99 | 116.03 | 377.59 | 2092.13 |

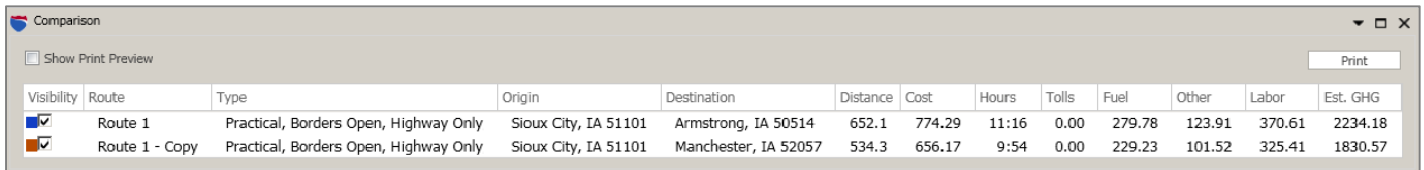
3. Click the "X" in the upper right corner of the Reports pane to close this report and continue the Tour.

Optimize a Route

PC*MILER can reorder the stops on a route, thereby optimizing trip time, cost and mileage. Let's optimize **Route 1**:

1. Close the **Route 1 - Copy** window: click the gear button in the upper right corner and choose *Close Route*. 
2. Click on the maximize button in the upper right corner of the **Route 1** window. 
3. Duplicate Route 1 again (Routes tab > *Duplicate*).
4. With the new route window active, select the Routes tab > *Optimize* > *Optimize Stops*.
5. The **Run route after optimizing stops** option should be checked and **Route Through All** should be selected, meaning the last stop can be reordered if necessary.
6. Click **OK** to optimize the stops in the new window.
7. Press the **<F4>** key to generate a new Comparison Report.

As you can see, PC*MILER determined that the optimal route would have Manchester as its destination and Armstrong as the second stop. The optimized route is significantly different from the version of the same route we entered earlier: it saves about **118 miles** and **over 1 hour and 15 minutes** of driving time, plus the additional trip costs!



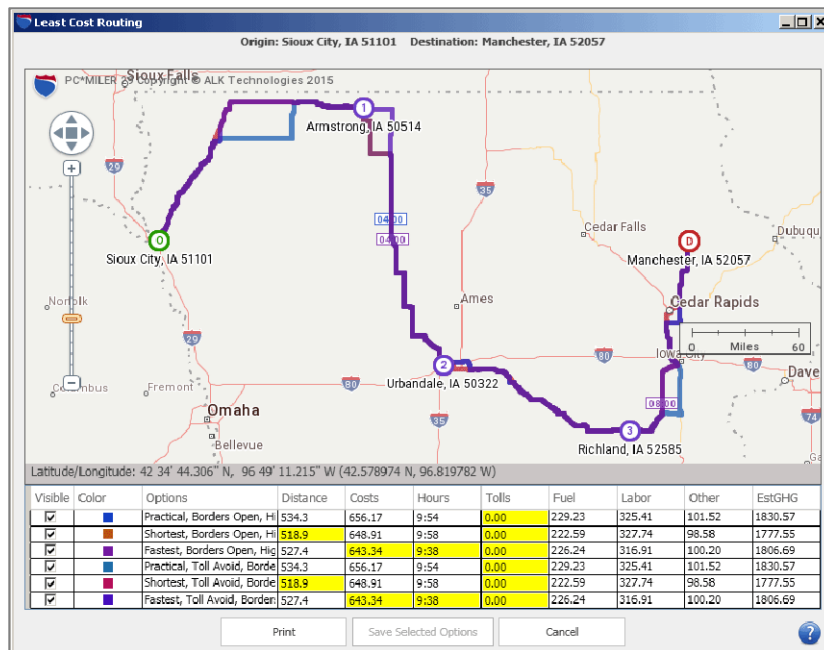
| Visibility | Route | Type | Origin | Destination | Distance | Cost | Hours | Tolls | Fuel | Other | Labor | Est. GHG |
|-------------------------------------|----------------|---------------------------------------|----------------------|----------------------|----------|--------|-------|-------|--------|--------|--------|----------|
| <input checked="" type="checkbox"/> | Route 1 | Practical, Borders Open, Highway Only | Sioux City, IA 51101 | Armstrong, IA 50514 | 652.1 | 774.29 | 11:16 | 0.00 | 279.78 | 123.91 | 370.61 | 2234.18 |
| <input checked="" type="checkbox"/> | Route 1 - Copy | Practical, Borders Open, Highway Only | Sioux City, IA 51101 | Manchester, IA 52057 | 534.3 | 656.17 | 9:54 | 0.00 | 229.23 | 101.52 | 325.41 | 1830.57 |

Generate Least Cost Routing Options

PC*MILER includes a Least Cost routing feature that considers user-specified values for miles per gallon, cost per gallon, fuel cost per mile, other costs per mile, labor cost per hour, and stop costs – and includes a parameter for a greenhouse gas emission estimate. Least Cost routing generates a series of alternative routes with distance, time and cost estimates, letting the user choose an optimal route.

We will run Least Cost routing for the duplicate route, which already has an optimized stop order:

1. With the **Route 1 - Copy** window active, select the Routes tab > *Optimize > Least Cost Routing...* . Six different routes will be generated and displayed in a separate window. You'll see the most efficient calculated totals for distance, costs, hours and tolls highlighted in yellow below the map.



2. Highlight one of the Fastest routes and click **Save Selected Options** to save that route in the active route window (Route 1 - Copy), replacing the current route. Notice that the route is recalculated, as is the Comparison Report that is still open.
3. Close the Least Cost and Comparison Report windows to continue the Tour.

Generate a Route in Hub Mode

PC*MILER's Hub Routing feature allows you to generate routes and mileages from one origin to unlimited destinations. Let's rerun Route 1 in Hub mode. The origin (**Sioux City, IA**) will become the hub:

1. To see how a route can be floated in its own modal window, click the gear button in the Route 1 window and choose *Float*. Then click and hold in the title bar of the window and drag it to a new location.
2. In the Route 1 window, click the gear button again and choose *Options*.
3. In the Route Options dialog, check **Hub Routing**.
4. Click **Save**. The new route will run automatically. It now has one hub and four stops.

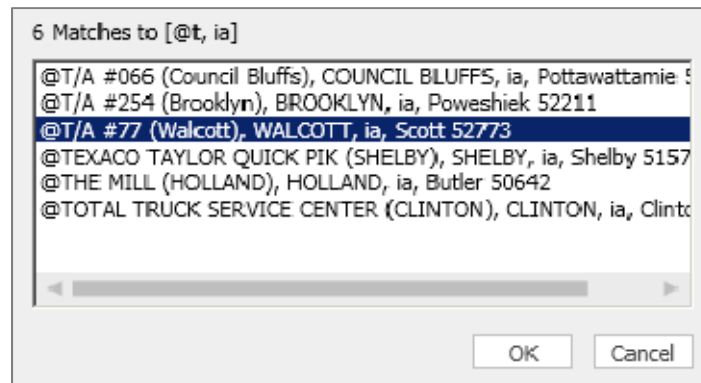
The screenshot shows the 'Route 1 | Route Options' dialog box with the 'Hub Routing' checkbox checked. Below it, the 'Route 1' window displays the following route summary table:

| | Time Zone | Tolls | Cost | Drive Time | Miles |
|---|-----------|--------|----------|------------|-------|
| H Sioux City, IA 51101 Woodbury | CDT | \$0.00 | \$0.00 | 0:00 | 0.0 |
| 1 Urbandale, IA 50322 Polk | CDT | \$0.00 | \$223.32 | 3:07 | 195.5 |
| 2 Richland, IA 52585 Keokuk | CDT | \$0.00 | \$349.20 | 5:01 | 297.4 |
| 3 Manchester, IA 52057 Delaware | CDT | \$0.00 | \$295.60 | 4:10 | 256.6 |
| 4 Armstrong, IA 50514 Emmet | CDT | \$0.00 | \$177.13 | 2:40 | 144.7 |

Route To a Truck Stop

PC*MILER gives you the ability to search for and add truck stops, highway exits and junctions, CAT weigh scales, and more as stop on a route. In the steps below, we'll add a truck stop to the stop list for Route 1.


1. Right click the Route 1 window title bar and choose *Dock*.
2. Highlight **Urbandale** on the stop list, then either right click and choose *Insert Stop Above*, or press <F7>.
3. In the *City* field type "@t, ia" and press <Enter> to get a pick list of all truck stops whose names begin with "T" in the state of Iowa. Highlight a match and click **OK**. This truck stop is now the first stop on the list.

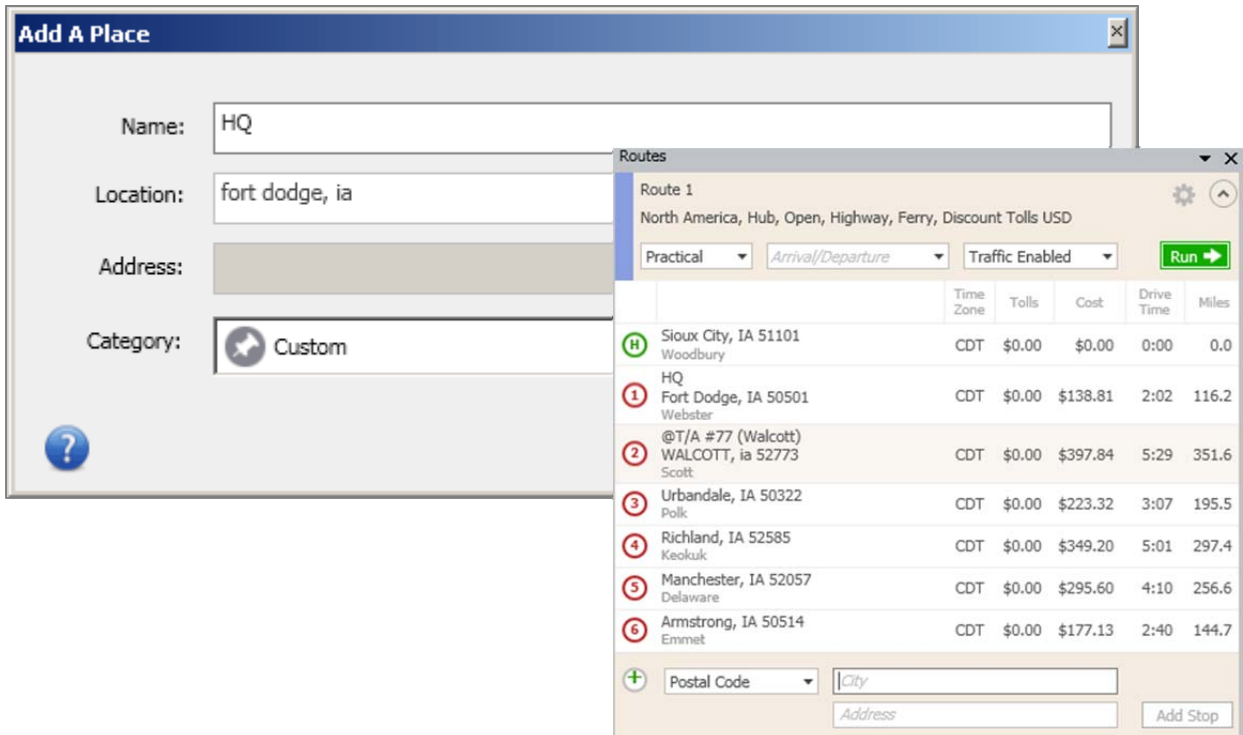


4. Highlight the inserted stop and double-click it to zoom to this truck stop on the map.
5. To see a detailed view of the location on the map, select the Map tab > Map Style > *Satellite**. (*Requires an internet connection.)
6. Click **Run** to generate the new route.
7. Return the map view to the Default map style by selecting the Map tab > Map Style > *Default*.

Customize Place Names

PC*MILER allows you to customize place names to match the names of your facilities and customer locations. Let's add a custom place to the stop list for Route 1:

1. Select the Tools tab > Custom Place Manager group > *Add Places*.
2. In the Add A Place dialog, type "HQ" in the **Name** field.
3. In the **Location** field, type "fort dodge, ia" then click **Save** and select the match at the top of the pick list. (A postal code or latitude/longitude point would also be accepted, and an address is optional and available if you have PC*MILER|Streets licensed and installed.)
4. Select the Tools tab > Custom Place Manager group > *Manage*. You'll see the custom place that you added to the PC*MILER database listed in this dialog.
5. Close the Custom Place Manager window.
6. In the Route 1 window, with Stop 1 highlighted, press <F7> or click the *Insert Stop Above* button on the Routes toolbar. 
7. Type "hq" in the *City* field and click **Add Stop** or press <Enter>. Now your custom place will appear on the list as Stop 1.
8. To calculate the new hub route, click **Run**.



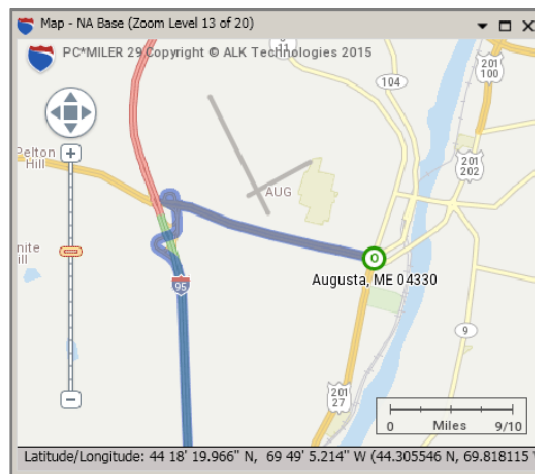
The screenshot displays two overlapping windows from the PC*MILER software. The 'Add A Place' dialog is in the foreground, showing the following fields: Name: HQ, Location: fort dodge, ia, Address: (empty), and Category: Custom. The 'Routes' window is partially visible behind it, showing a table of stops for Route 1. The table has columns for Stop, Time Zone, Tolls, Cost, Drive Time, and Miles. The stops listed are:

| Stop | Time Zone | Tolls | Cost | Drive Time | Miles |
|--|-----------|--------|----------|------------|-------|
| Sioux City, IA 51101 Woodbury | CDT | \$0.00 | \$0.00 | 0:00 | 0.0 |
| HQ Fort Dodge, IA 50501 Webster | CDT | \$0.00 | \$138.81 | 2:02 | 116.2 |
| @T/A #77 (Walcott) WALCOTT, ia 52773 Scott | CDT | \$0.00 | \$397.84 | 5:29 | 351.6 |
| Urbandale, IA 50322 Polk | CDT | \$0.00 | \$223.32 | 3:07 | 195.5 |
| Richland, IA 52585 Keokuk | CDT | \$0.00 | \$349.20 | 5:01 | 297.4 |
| Manchester, IA 52057 Delaware | CDT | \$0.00 | \$295.60 | 4:10 | 256.6 |
| Armstrong, IA 50514 Emmet | CDT | \$0.00 | \$177.13 | 2:40 | 144.7 |

Customize Routes With Road Preferences

You can instruct PC*MILER to avoid or favor selected roads when generating a route. To try this out, let's create a new route from Augusta, ME to Charleston, SC and then designate road preferences around Augusta. Whole roads can be avoided or favored, but in the steps below we'll be picking road segments from the map.

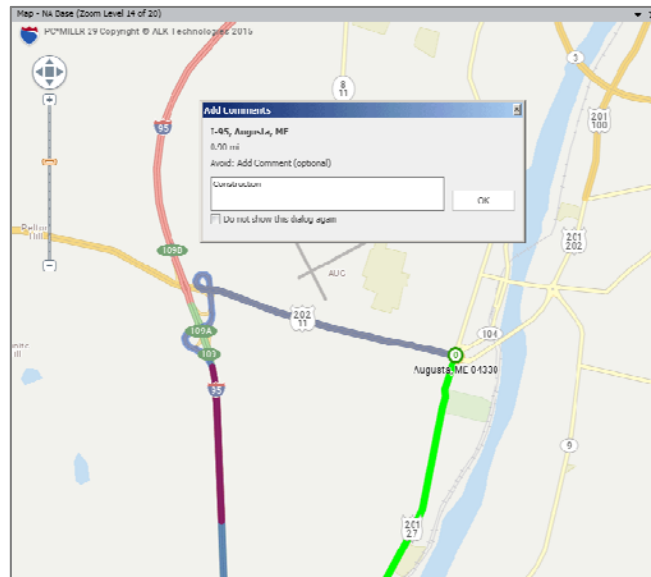
1. Close both open routes (Routes tab > General group > *Close All*), then click *New Route* or press **<Ctrl+N>** to open a new route entry window.
2. Enter **Augusta, ME** as the origin, **Oakland, NJ** as a stop, and **Charleston, SC** as the final destination, using any available ZIP codes, then run the route.
3. In the Map tab, select *Frame* > and uncheck *Auto Frame Routes*.
4. Highlight Augusta on the stop list and double-click to zoom into this capital city in Maine on the map. Notice that PC*MILER's route travels on **I 95** (the Maine Turnpike) going south from US 202 out of Augusta.



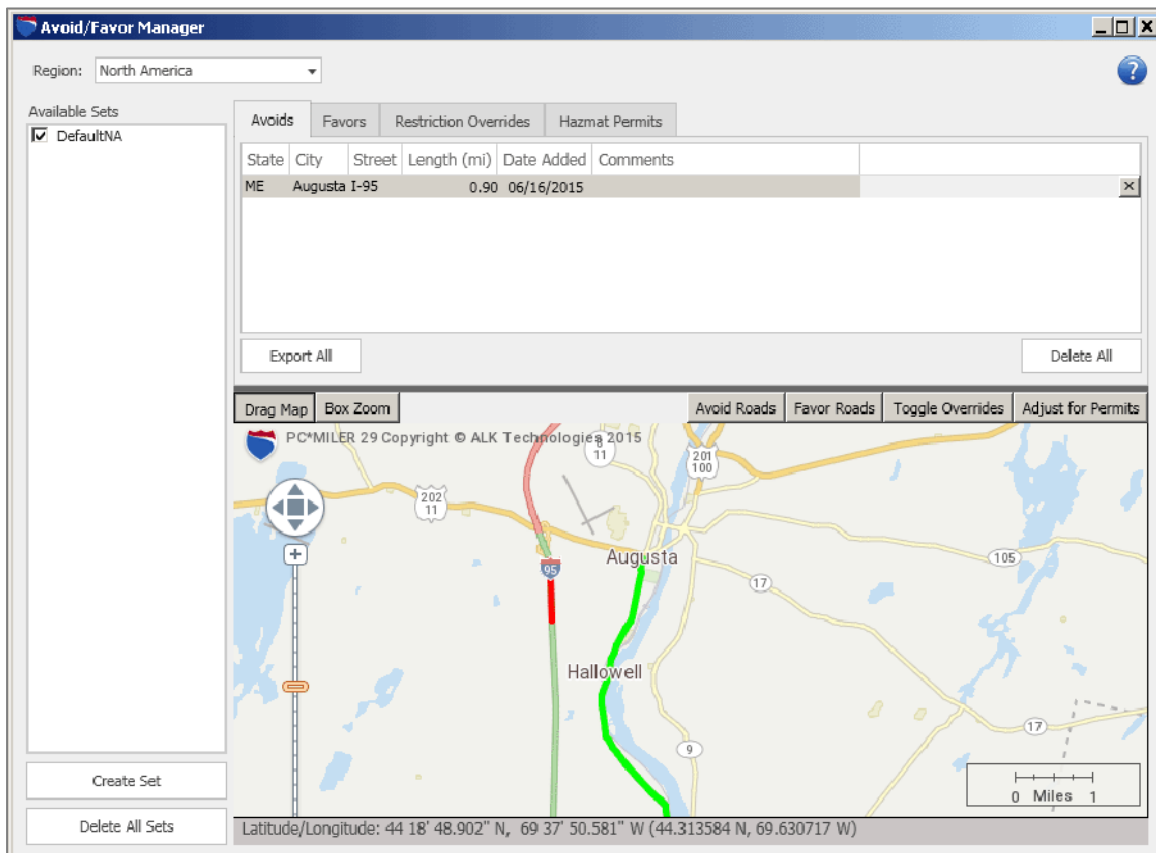
5. Right click on the map and select *Avoids/Favors* > *Favor Roads* from the menu (alternatively, you could click the *Favor Roads* button on the Tools toolbar).
6. On **US 201, ME 27** that runs south out of Augusta, click on several different points above Hallowell. Green highlighting will appear, indicating a **favored** road segment. (For now, ignore the Add Comment box that opens.)
7. Now right click on the map again and select *Avoids/Favors* > *Avoid Roads* (alternatively, you could click the *Avoid Roads* button on the Tools toolbar).
8. On the map, click on **I 95** going south from US 202 to designate it as a road segment to be **avoided**. Red highlighting will indicate an avoided road.


A comment can (optionally) be entered for any road preference you create using the Add Comment dialog box that pops up. This comment gets stored in the

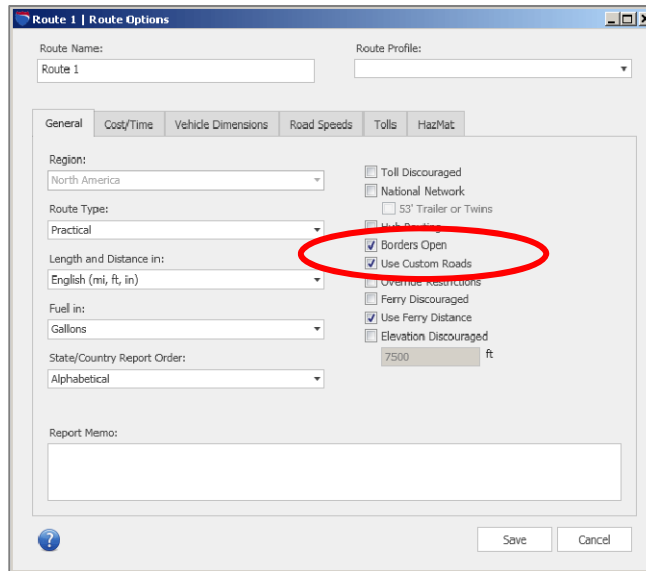
Avoid/Favor Manager along with the date the preference was created, and the length of the selected road segment. We'll enter "Construction" as a reason for avoiding I-95: type it in the dialog box and then click **OK**.



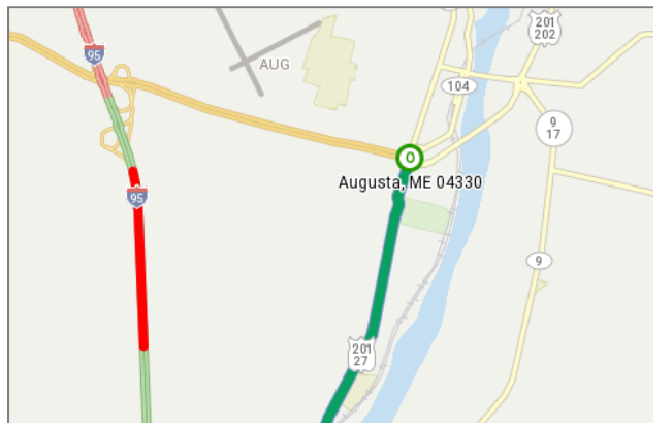
- To take a quick look at this record in the Avoid/Favor Manager, select the Tools tab > Avoids/Favors group > *Manager* (the **Avoids** tab will be open) then close the window.



10. Next, open the Route Options dialog (click the gear button in the route window  and select *Options*) and check **Use Custom Roads**, then click **Save**. **This step is crucial to running a new route that includes the road preferences you designated.** If this option isn't turned on, road preferences won't be included in PC*MILER's route calculations.



11. The route will rerun automatically when you exit the Route Options dialog – your route now travels on US 201 and avoids the Maine Turnpike.



TIP: To clear a road preference, you have two options: you can click again on the road segment to toggle this preference off (for example, with *Avoid Roads* checked in the right mouse menu, click the red highlighting on the map to remove it); or open the Avoid/Favor Manager, highlight the road, and click the "X" on the far right. Use the **Delete All** button to clear all road preferences from the tab.

Customize Routes to Avoid or Favor States

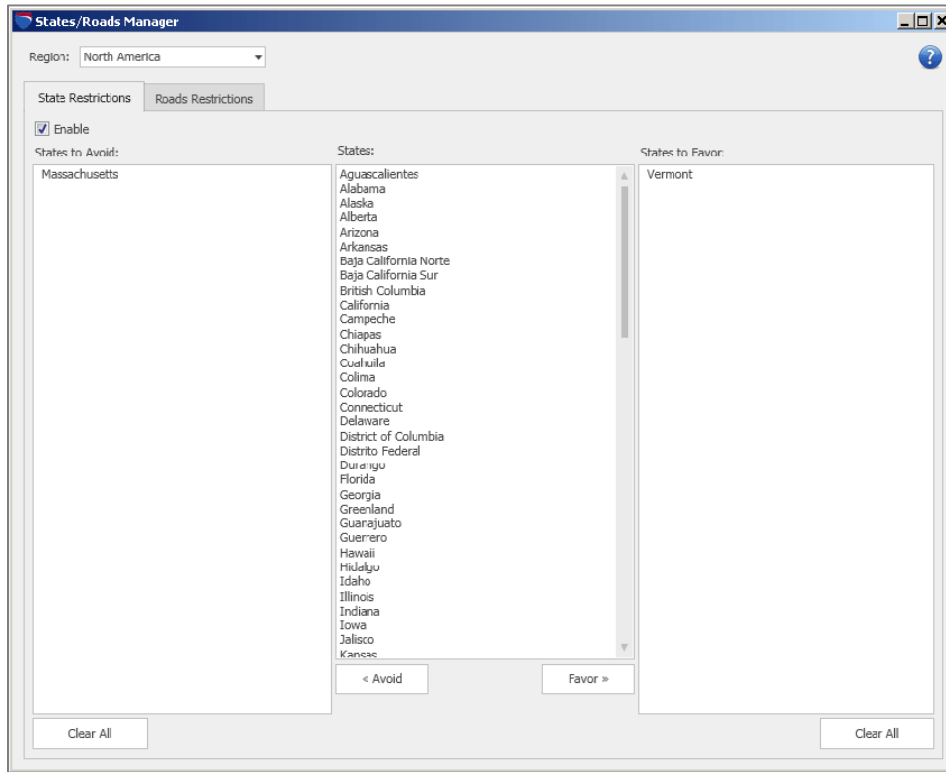
You can instruct PC*MILER to either favor or avoid certain states when generating a route. Let's recalculate our Maine to South Carolina route with its current settings, but this time we'll avoid routing through Massachusetts, and favor routing through Vermont.

1. With the Route 1 window active, press the <F6> key or select the gear button > *Reports* > *State/Country* to view a summary of mileage, times, and costs listed alphabetically by state. Examine the list of states to confirm that Route 1 travels through Massachusetts.

| Stop | | Leg Miles | Total Miles | Leg Cost | Total Cost | Leg Hours | Total Hours | Leg Tolls | Total Tolls | Leg Est.GHG | Total Est.GHG |
|-------|----------------------------|-----------|-------------|----------|------------|-----------|-------------|-----------|-------------|-------------|---------------|
| 04330 | Augusta, ME, Kennebec | 0.0 | 0.0 | 0.00 | 0.00 | 0:00 | 0:00 | 0.00 | 0.00 | 0.0 | 0.0 |
| 07436 | Oakland, NJ, Bergen | 377.7 | 377.7 | 459.82 | 459.82 | 6:06 | 6:06 | 25.55 | 25.55 | 1294.1 | 1294.1 |
| 29401 | Charleston, SC, Charleston | 778.9 | 1156.7 | 925.92 | 1385.74 | 12:29 | 18:35 | 33.00 | 58.55 | 2668.6 | 3962.7 |

| State/Country | Total | Toll | Free | Ferry | Toll(\$) |
|---------------|---------------|-------------|---------------|------------|--------------|
| CT | 119.5 | 0.0 | 119.5 | 0.0 | 0.00 |
| DE | 23.6 | 1.7 | 21.8 | 0.0 | 9.00 |
| MA | 97.9 | 13.4 | 84.4 | 0.0 | 1.50 |
| MD | 97.8 | 3.0 | 94.8 | 0.0 | 24.00 |
| ME | 103.7 | 37.2 | 66.5 | 0.0 | 5.60 |
| NC | 181.4 | 0.0 | 181.4 | 0.0 | 0.00 |
| NH | 16.2 | 12.0 | 4.2 | 0.0 | 4.95 |
| NJ | 83.5 | 0.0 | 83.5 | 0.0 | 0.00 |
| NY | 31.0 | 18.5 | 12.4 | 0.0 | 13.50 |
| PA | 51.2 | 0.0 | 51.2 | 0.0 | 0.00 |
| SC | 166.0 | 0.0 | 166.0 | 0.0 | 0.00 |
| VA | 184.9 | 0.0 | 184.9 | 0.0 | 0.00 |
| US | 1156.7 | 85.9 | 1070.8 | 0.0 | 58.55 |
| TOTAL | 1156.7 | 85.9 | 1070.8 | 0.0 | 58.55 |

2. Now select the Tools tab > Avoids/Favors group > *States/Roads*.
3. Check **Enable** in the top left corner of the States/Roads Manager (this must be checked for state preferences to work).
4. In the pick list of states, scroll down and highlight **Massachusetts**. Click the **Avoid** button below to add that state to the States to Avoid list on the left.
5. Now highlight **Vermont** on the pick list of states, and click the **Favor** button to add that state to the States to Favor list on the right.
6. Close the States/Roads Manager window (your changes will be saved).



7. A new customized route will automatically generate in the route window, and the State Report will be updated accordingly. In the report, you'll see that PC*MILER has plotted the new route completely outside of Massachusetts, using Vermont and New York State as a byway. Check this new route on the map, too.

Route 1 State

Show Print Preview Print

| Stop | | Leg Miles | Total Miles | Leg Cost | Total Cost | Leg Hours | Total Hours | Leg Tolls | Total Tolls | Leg Est.GHG | Total Est.GHG |
|-------|----------------------------|-----------|-------------|----------|------------|-----------|-------------|-----------|-------------|-------------|---------------|
| 04330 | Augusta, ME, Kennebec | 0.0 | 0.0 | 0.00 | 0.00 | 0:00 | 0:00 | 0.00 | 0.00 | 0.0 | 0.0 |
| 07436 | Oakland, NJ, Bergen | 491.8 | 491.8 | 628.13 | 628.13 | 9:13 | 9:13 | 20.81 | 20.81 | 1684.8 | 1684.8 |
| 29401 | Charleston, SC, Charleston | 778.9 | 1270.7 | 925.92 | 1554.05 | 12:29 | 21:42 | 33.00 | 53.81 | 2668.6 | 4353.4 |

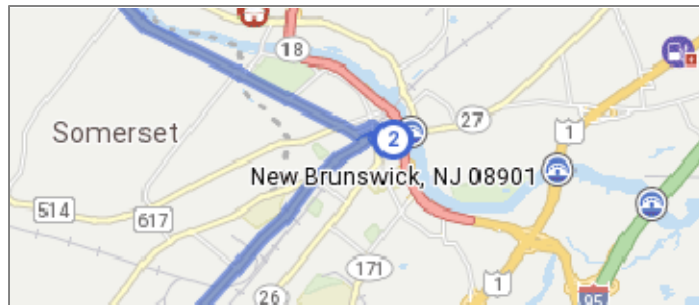
| State/Country | Total | Toll | Free | Ferry | Toll(\$) |
|---------------|---------------|--------------|---------------|------------|--------------|
| DE | 23.6 | 1.7 | 21.8 | 0.0 | 9.00 |
| MD | 97.8 | 3.0 | 94.8 | 0.0 | 24.00 |
| ME | 75.1 | 0.0 | 75.1 | 0.0 | 0.00 |
| NC | 181.4 | 0.0 | 181.4 | 0.0 | 0.00 |
| NH | 35.3 | 0.0 | 35.3 | 0.0 | 0.00 |
| NJ | 83.5 | 0.0 | 83.5 | 0.0 | 0.00 |
| NY | 149.4 | 112.5 | 36.9 | 0.0 | 20.81 |
| PA | 51.2 | 0.0 | 51.2 | 0.0 | 0.00 |
| SC | 166.0 | 0.0 | 166.0 | 0.0 | 0.00 |
| VA | 184.9 | 0.0 | 184.9 | 0.0 | 0.00 |
| VT | 222.4 | 0.0 | 222.4 | 0.0 | 0.00 |
| US | 1270.7 | 117.2 | 1153.5 | 0.0 | 53.81 |
| TOTAL | 1270.7 | 117.2 | 1153.5 | 0.0 | 53.81 |

8. Close the Reports window to continue.

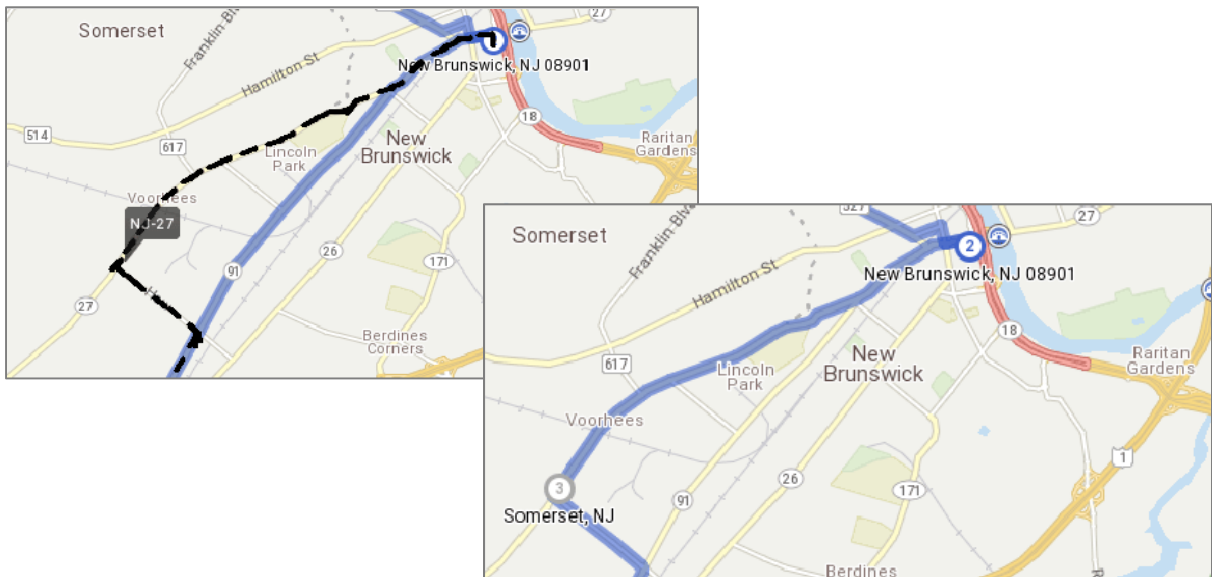
Drag a Route Onto a Different Road

Another way to customize a route is by dragging it onto a new road on the PC*MILER map. We'll try it with a segment of the Augusta to Charleston route:

1. In the Route 1 window, highlight Charleston on the stop list and press <F7>
2. Enter "new brunswick, nj" and click **Add Stop**, then select any postal code.
3. Press <F10> to run the new route.
4. Double-click on the New Brunswick stop to zoom to it on the map.



5. Select the Routes tab > Utilities group > *Drag Route*.
6. On the map, place your cursor on the portion of Route 1 that travels on Highway 91 south of New Brunswick, and holding the mouse button down, drag the route west onto Route 27. You'll see Route 27 briefly highlighted in green then the route will be recalculated with a new waypoint on Route 27. (Waypoints are stops that cause a route to pass through a location that is not treated as a stop in driving directions or reports.)

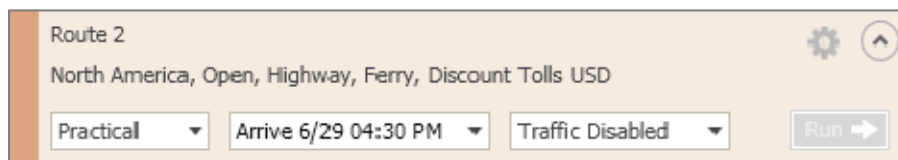


Calculate ETA/ETD With Time-Based Routing & Traffic Data

PC*MILER's time-based routing offers more precise travel time estimates, taking into consideration the time of day, day of the week, and time zones in route calculation and reports. Optionally, real-time and historical traffic data can also be used in route calculations for even more accuracy (*a subscription to PC*MILER|Traffic and an Internet connection is required*).

At this point in the Tour, we will enter a target arrival time. When the route is run, PC*MILER will calculate the necessary departure time at the origin, and arrival times at two intermediate stops.

1. Minimize Route 1 and press <CTRL+N> to open a new route window (Route 2).
2. Open the *Arrival/Departure* drop-down in the route window and select **Arrive By**.
3. Under **Specific Date**, click the calendar and choose any future day in the current month.
4. Under **Local**, set the time to 4:30 PM: first click the pick list to the right and select “**4:00 PM**”; next, click the minutes setting and type “**30**” or use the up and down arrows next to the pick list.
5. Click **OK**. If your copy of PC*MILER includes a subscription to PC*MILER|Traffic, select **Traffic Disabled** in the pick list to the right (we'll get back to this feature in a minute). The route window is now ready to calculate a route that arrives at its final destination at 4:30 PM on the selected day:



NOTE: Both the time format (24 hours vs. AM/PM) and the time zone that is used for reporting can be changed in the File > *Application Settings* dialog. The time zone does not affect calculations.

6. Now let's enter an origin, destination, and stops on this route. Enter the following locations in this order: **Elizabeth, NJ**; **Hamilton, NJ**; **Camden, NJ**; and **Pittsburgh, PA** using any ZIP codes.
7. Run the route. In the **ETA/ETD** column (scroll to the right if it's not visible, or float the route window) you can see the approximate time at which the truck would have to depart from Elizabeth to get to Pittsburgh at 4:30. We didn't set the amount of time the truck will spend at each stop in the HOS Manager, so this reflects only the driving time.

| Route 2 | | | | | | | |
|---|-----------------------------------|----------------------|------------------|-----------------|-------------|--------------|-------------------------------|
| North America, Open, Highway, Ferry, Discount Tolls USD | | | | | | | |
| Practical | | Arrive 6/29 04:30 PM | Traffic Disabled | | Run | | |
| | | Time Zone | Tolls | Cost | Drive Time | Miles | ETA/ETD |
| 0 | Elizabeth, NJ 07207 Union | EDT | | | | | Dep 6/29 10:06 AM (EDT) |
| 1 | Hamilton, NJ 08609 Mercer | EDT | \$0.00 | \$57.98 | 0:56 | 44.1 | Dep 6/29 11:02 AM (EDT) |
| 2 | Camden, NJ 08101 Camden | EDT | \$20.00 | \$62.15 | 0:38 | 34.7 | Dep 6/29 11:40 AM (EDT) |
| D | Pittsburgh, PA 15295 Allegheny | EDT | \$151.95 | \$499.22 | 4:50 | 304.3 | Arr 6/29 04:30 PM (EDT) |
| | | | \$171.95 | \$619.35 | 6:24 | 383.1 | |

8. (If PC*MILER/Traffic and an Internet connection are not available, skip to Step 10.) Now we'll make one change to this route: select **Traffic Enabled** in the drop-down. The route will recalculate using real time and recent historical traffic pattern data, at the specified time, on the specified day of the week. Using traffic data, the estimated time of departure at the origin in our sample route is 37 minutes earlier for this route.*

| Route 2 | | | | | | | |
|---|-----------------------------------|----------------------|-----------------|-----------------|-------------|--------------|-------------------------------|
| North America, Open, Highway, Ferry, Discount Tolls USD | | | | | | | |
| Practical | | Arrive 6/29 04:30 PM | Traffic Enabled | | Run | | |
| | | Time Zone | Tolls | Cost | Drive Time | Miles | ETA/ETD |
| 0 | Elizabeth, NJ 07207 Union | EDT | | | | | Dep 6/29 09:29 AM (EDT) |
| 1 | Hamilton, NJ 08609 Mercer | EDT | \$0.00 | \$63.10 | 1:05 | 44.1 | Dep 6/29 10:34 AM (EDT) |
| 2 | Camden, NJ 08101 Camden | EDT | \$20.00 | \$64.12 | 0:41 | 34.7 | Dep 6/29 11:15 AM (EDT) |
| D | Pittsburgh, PA 15295 Allegheny | EDT | \$151.95 | \$513.15 | 5:15 | 304.3 | Arr 6/29 04:30 PM (EDT) |
| | | | \$171.95 | \$640.37 | 7:02 | 383.1 | |

9. We won't be using this route again, so close Route 2 (gear button > *Close Route*).

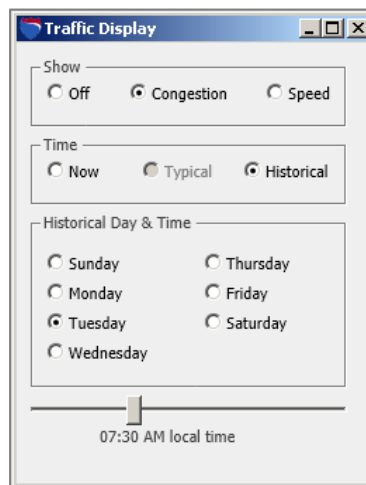
* PC*MILER default routes, distances and travel times are calculated based on average road speeds by state/province, urban/rural, and class of road. Using traffic data can further enhance the accuracy of driving time estimates.

Display Traffic Patterns on the Map

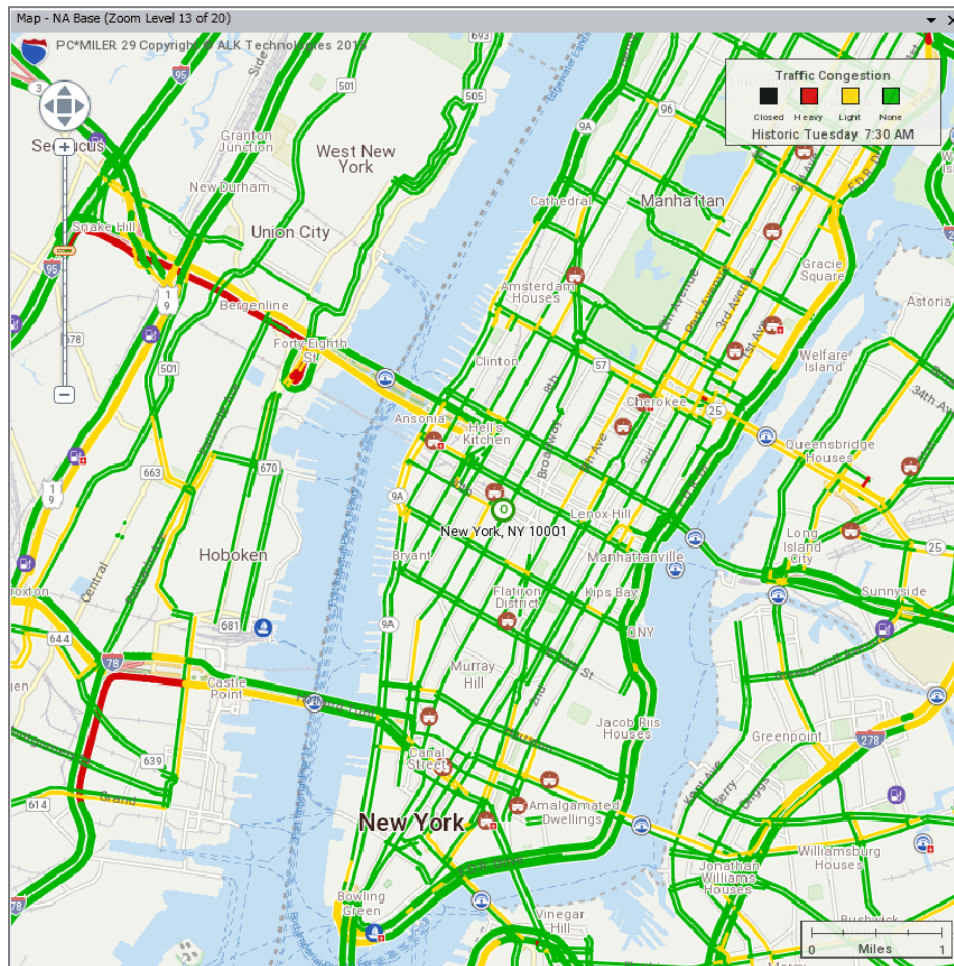
(A subscription to PC*MILER|Traffic and an Internet connection is required to use this feature and to complete this part of the Tour. If it is not available, please skip to “Create and Edit a Geofence” on p. 27.)

PC*MILER’s traffic display feature lets you visualize historical, typical or real-time traffic patterns in the map window. We will quickly take a look at historical and real-time traffic patterns in and around the Lincoln and Holland Tunnels that cross under the Hudson River from New Jersey into New York City, New York.

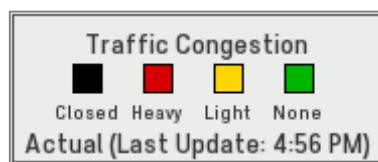
1. Right click the map and select *Traffic...* to open the Traffic Display window.
2. In the Traffic Display window, select **Congestion** and **Historical** to see the day and time options for viewing historical traffic patterns. Select **Tuesday** and move the slider bar to **7:30 AM**.



3. Press **<Ctrl+N>** to open a new route window.
4. In the Route 2 window, enter “**new york ny**” (any ZIP code), then double-click it in the stop list to zoom to New York City on the map. The map displays what traffic congestion has been like historically at 7:30 a.m. on a Tuesday: red, yellow and green highlights indicate heavy, light or no congestion on the roads and tunnels in this area. There is some heavy congestion on the inbound lanes coming up to the Lincoln and Holland Tunnels.
5. Select the Map tab > Customize group > *Legends* > *Traffic*. The Traffic Congestion legend indicates the meaning of the colors used in the traffic display and the time and day for which historical data is displayed.



6. In the Traffic Display window, select **Now** to view real-time traffic. Notice that the legend now tells you when the data feed was last updated.

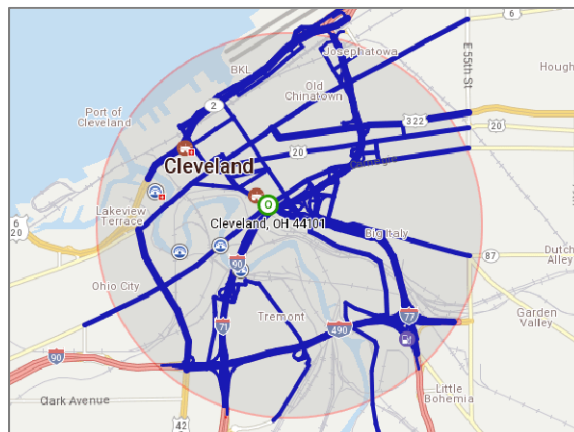


7. Now that you've had a look at the traffic display, we will turn it off. Select **Off** in the Traffic Display window, then close the window.
8. Select the Map tab > Customize > *Legends* and uncheck *Traffic*.
9. Close the Route 2 window.

Create and Edit a Geofence

PC*MILER lets you define geofences on the map. A geofence is a geographic area that will either generate an alert in reports when a route enters it, or will be avoided altogether by the route, or both. We will create a circular geofence around Cleveland, OH and edit its properties.

1. Press **<Ctrl+N>** to open a new route window.
2. Enter “**cleveland oh**” as a stop (any ZIP code), then double-click it in the stop list to zoom to this Midwestern city and use the zoom slider bar to zoom out to level 10.
3. Select the Tools tab > Geofences group > *Create Geofence* > *Create Circle*.
4. In the map window, place the cursor over Cleveland, hold down the mouse button, drag a circle around a portion of the city, then let go. The new geofence will look something like this on the map:

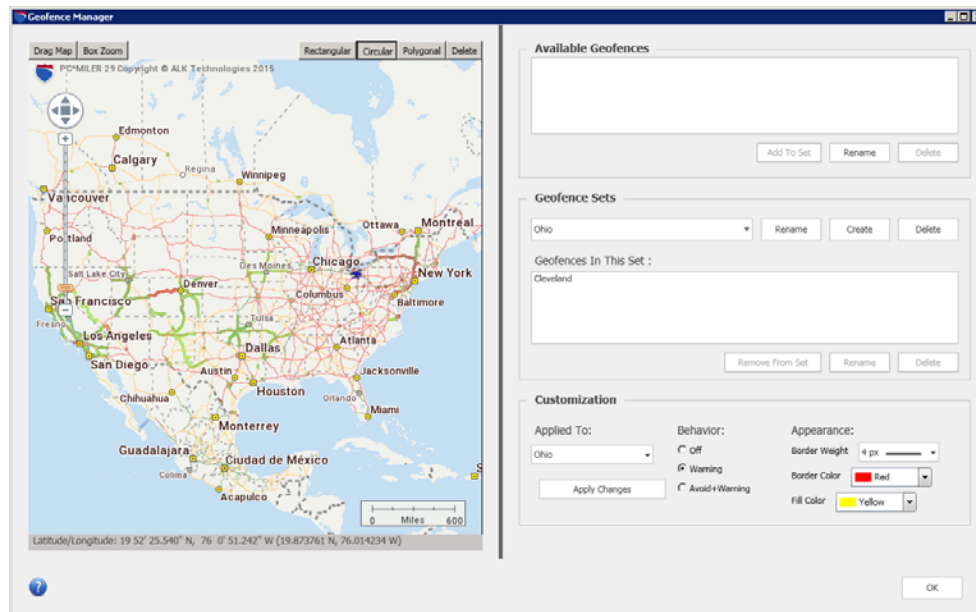


TIP: If you aren't satisfied with the area your geofence covers on the first attempt, click Tools tab > Geofences > *Delete* and click on the geofenced area to delete it.



5. Select the Tools tab > Geofences group > *Geofence Options* > *Manage*.
6. Using this dialog, you can name a geofence and assign it to a geofence set that has customized properties. You'll see the default name assigned to the new geofence, for example “**Geofence_0**”, under **Available Geofences**.
7. Click the default name to highlight it, then click **Rename**, type “**Cleveland**” and click **Save**.
8. Now we will create a set for this geofence to belong to, so that we can edit its colors and properties. In the Geofence Sets section, click **Create** then type “**Ohio**” and click **Create**.

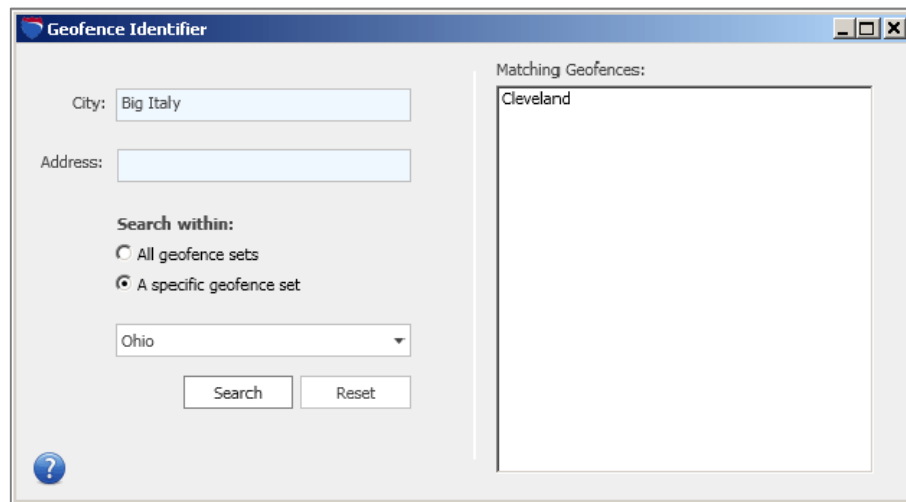
- To add the Cleveland geofence to the Ohio set, click on it and then click **Add To Set**. As part of the set, its properties can now be edited.



- In the Customization section of the manager window, make sure the **Ohio** set is selected in the **Applied To** section.
- Next, select **Avoid+Warning** as the **Behavior** to identify the alert level of this set. At this level, routes will avoid the geofenced area whenever possible, but if they must enter the area (for example, if a stop is within that area) an alert will appear in reports at the point where the route begins to travel on the road segment that crosses the geofence.
- Next, select the characteristics of the geofence's **Appearance** – change the border width: under **Border Weight** select **4 px** from the drop-down and leave the border red.
- To change the fill color of this set, click the down arrow under **Fill Color** and choose a color. We'll choose yellow.
- Click **Apply Changes** to apply the fill color and border edits then close the Geofence Manager. You'll see that the appearance of the geofence has changed on the map.



15. Once a geofence has been established, you can do a search to determine if a specified address falls within the geofence. Select the Tools tab > Geofences group > *Geofence Options* > *Identify*.
16. In the Geofence Identifier, enter **Big Italy, OH** in the **City** field.
17. Under **Search within**, select **A specific geofence set**.
18. In the drop-down list, select **Ohio** then click **Search**. The correct geofence will appear under **Matching Geofences**.

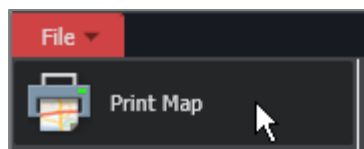


19. Close the Geofence Identifier window then close the Route 2 window to continue.

View and Print a Map

Now we'll return to the Route 1 window, frame it on the map, and print it:

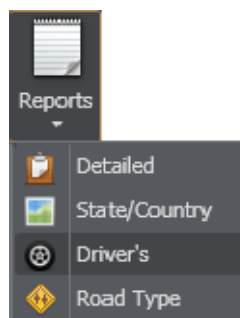
1. Select the Map tab > View group > *Frame* > *Frame One Route* > *Route 1* to frame Route 1 on the map.
2. The route from Augusta to Charleston is now framed and positioned at the center of the map window. The size of the map window can be adjusted – you may want to close the Routes pane for a more expanded view of the map, and move or delete legends to create an unobstructed view.
3. To print the map, select the red File application menu > *Print Map*.



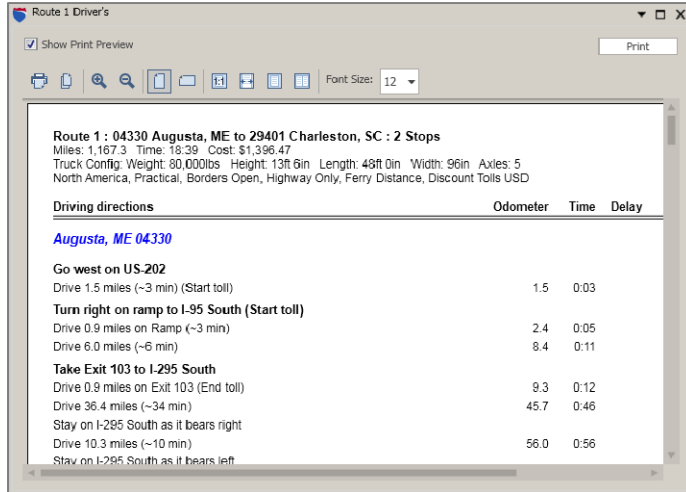
View and Print Driving Directions

Now let's view the driving directions for the Augusta - Charleston route by generating that report:

1. If the Routes pane is hidden at this point, select the Window tab > *Routes Window* to bring it into view, then click on the Route 1 window to activate it.
2. Now select the Routes tab > Route 1 group > *Reports* > *Driver's* to generate driving directions. The Driver's Report includes turn-by-turn detailed driving directions with cumulative distances and time estimates for each leg of the route.



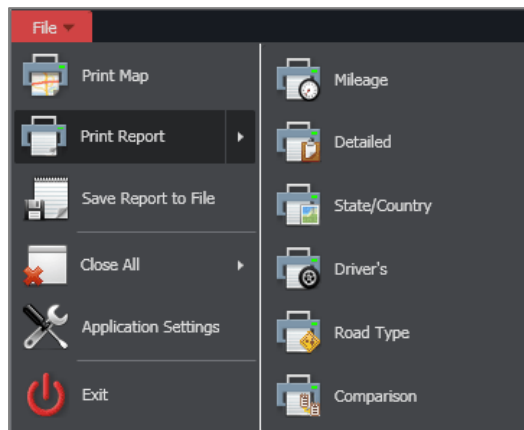
3. In the Reports pane, check **Show Print Preview**. The Print Preview view will be displayed, along with a tool bar that enables printing, copying and several editing options.



4. PC*MILER also provides a Detailed Route Report that includes interchange information, plus leg and cumulative mileage and time estimates including any designated on/off duty, border wait and break times. To generate this report, select *Detailed* in the *Reports* drop-down, or press the <F5> key.

| State/Country | Route | Miles | Hours | Interchange | Leg Miles | Leg Hours | Total Miles | Total Hours | Leg Tolls | Toll Plaza |
|--|------------------------|-------|-------------|------------------|-----------|-----------|-------------|-------------|-----------|------------|
| Origin: 04330 Augusta, ME, Kennebec (On-Duty) | | | | | | | | | | |
| | | | 0:00 | | | | | | | |
| ME | West US-202 | 1.5 | 0:03 | + US-202 Ramp | 1.5 | 0:03 | 1.5 | 0:03 | 0.00 | |
| ME | \$ Keep right Ramp | 0.9 | 0:03 | + Ramp I-95 | 2.4 | 0:05 | 2.4 | 0:05 | 0.00 | |
| ME | \$ South I-95 | 6.0 | 0:06 | + I-95 Exit 103 | 8.4 | 0:11 | 8.4 | 0:11 | 0.00 | |
| ME | \$ Keep right Exit 103 | 0.9 | 0:01 | + Exit 103 I-295 | 9.3 | 0:12 | 9.3 | 0:12 | 0.00 | |
| ME | South I-295 | 36.4 | 0:34 | + I-295 I-295 | 45.7 | 0:46 | 45.7 | 0:46 | 2.00 | MeTA GR2 |
| ME | South I-295 | 10.3 | 0:10 | + I-295 I-295 | 56.0 | 0:56 | 56.0 | 0:56 | 0.00 | |
| ME | South I-295 | 1.6 | 0:02 | + I-295 | 57.6 | 0:57 | 57.6 | 0:57 | 0.00 | |
| ME | South I-295 | 3.4 | 0:04 | + I-295 Ramp | 61.0 | 1:01 | 61.0 | 1:01 | 0.00 | |

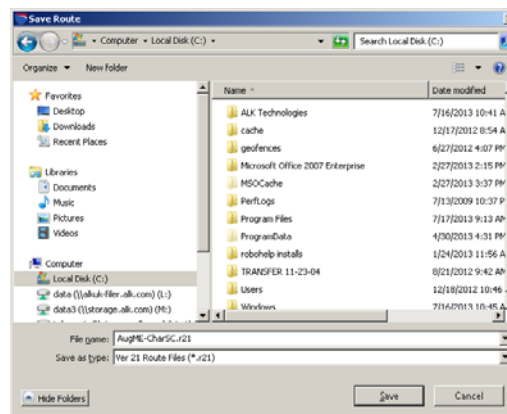
5. To print the Driver's Report, select the File application menu > *Print Report* > *Driver's*.



Save a Route

PC*MILER lets you save routes for future use. We're going to save Route 1 to disk now:

1. With the Route 1 window active, in the Routes tab select *Save > Save Route As* or use the **<Ctrl+S>** keyboard shortcut.
2. In the Save Route window, choose the drive and folder on your hard drive where you want to save the route.
3. Type a file name such as "**AugME-CharSC**" in the **File Name** field. The file extension ".R21" will be added by default to this name.
4. Click **Save** to save Route 1 to your hard drive for future retrieval.



5. Try opening this saved route: close the Route 1 window, then select the Routes tab > General group > *Open*, locate the file and click **Open**.

CONGRATULATIONS, You Have Finished the Guided Tour!

In minutes, you calculated driving directions, maps and mileage for several routes and explored some of the many features that PC*MILER has to offer. Remember, the features covered in this Tour are only the most basic examples of what PC*MILER can provide for all your routing, mileage and mapping needs. See the PC*MILER *User's Guide* or online Help for many additional features and detailed descriptions.

You may want to continue on to the *Appendix* on pages 33-34: **Change the Trip Parameters**.

Guided Tour Appendix: Change the Trip Parameters

The routes that you generated in the Guided Tour were mostly calculated using default trip parameters. However, you can choose from a variety of criteria that will give your routes more flexibility and efficiency. Try generating some sample routes with modified parameters, so that you can see for yourself how these changes will affect driving directions and route calculations.

To change a trip's parameters, first select the gear button > *Options* in the Route 1 window. Then click on any of the tabs in the Route Options dialog to explore the parameters that can be edited (**General**, **Cost/Time**, **Vehicle Dimensions**, or **Road Speeds**)*. **NOTE:** Alternatively, you could select the Routes tab > General group > *Defaults* to set these same options as defaults for every new route.

** If your copy of PC*MILER has the PC*MILER|Tolls and/or PC*MILER|HazMat module(s) installed, the **Tolls** and/or **HazMat** tabs will also be visible.*

General Options:

- Create a trip and assign a unique name to it by typing in the **Route Name** field.
- Enter additional information in the **Report Memo** field that will appear at the top of every report that is generated for this route.
- Change the distance calculations by selecting **Miles** or **Km**.
- Change the route type by selecting **Practical**, **Shortest**, or **Fastest***. Any of these route types can be combined with **Toll Discouraged** and/or **National Network** or **53' Trailer or Twins**. (** For Fastest routing, a subscription to PC*MLER|Traffic must be licensed*)
- Allow routing between countries by checking **Borders Open**, or keep routing within a country by deselecting it.
- Create an **Elevation Discouraged** route that avoids roads at elevations above a threshold you enter. The route will only exceed the threshold if an alternate route is too impractical or the destination is located at the higher elevation.
- To generate a route that overrides all height, length, width and weight restrictions: check **Override Restrictions** before running the route.

Cost /Time:

- Under **Other Costs**, enter your own cost estimates for loaded and empty miles.
- Under **Time Costs**, you can enter an arrival or departure day/time instead of entering this parameter in the route window.

Vehicle Dimensions:

- Enter vehicle dimensions to generate routing that conforms to the requirements of a vehicle's height, length, width and weight.
- For PC*MILER|Tolls users, entering the number of axles along with vehicle weight may increase the overall accuracy of toll cost reporting.

Road Speeds:

- (Note that these options are not available if the **Use Traffic Data*** option is checked in the upper left corner – see “Traffic” below.) To set new road speeds by state, select a state or province from the scrollable pick list and type new speeds in the appropriate fields.

Tolls*:

- With the PC*MILER|Tolls module installed, PC*MILER will generate accurate, up-to-date toll costs for any routing type, taking into consideration the indicated toll discount programs.

HazMat*:

- With the PC*MILER|HazMat module installed, PC*MILER will generate safe routes in the United States and Canada that are suitable for various types of hazardous materials and dangerous goods.

Traffic*:

- This option can be enabled in the Route Options dialog > Road Speeds tab, or directly in the route window. With a subscription to PC*MILER|Traffic, you can calculate more accurate transit times and ETAs with real time, historical and predictive traffic speed data – and see a visual display of traffic trends directly on the PC*MILER map.

(Applicable license required)*

Click **Save** in the Route Options dialog to save any changes you make. **Cancel** will close the dialog without saving changes. To generate a route with new parameters, click on the **Run** button in the route entry window.