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### Steps – Creating Stops – Via Add

1. Select 'Stops' from the 'Setting' drop down menu.
2. Click 'Add' icon.
3. Name the Stop and enter its Address.
4. Choose Zone. This is optional and only applicable if you have Zones setup. To setup Zones, see our Tutorial – Creating Zones.
5. Select Stop Time as AM or PM or select both. By selecting both, you are allowing the stop to be used for both AM and PM runs. By only clicking AM or PM you are restricting that stop to only that AM or PM time.
6. Confirm/check the Stop Location on the Map. Google Maps automatically maps the location to the information you have filled in the 'Address'.
  - a. If Google cannot map your stop, make sure you have added the state to the end of the address.
  - b. You can click and drop the location pin on the mapped location to move your stop to your allocated position.
  - c. By dropping the person icon on the map near your stop, you can assess from Google Street view the conditions of the stop.
7. Check the Geofence Size. Automatically your stop will be allocated as a range of 75 metres. You can change this to increase the stop size or decrease the stop size by altering the value.
8. Make any Notes if necessary. If your stop has a specific message you would like to be viewed by the driver, for example, 'near old gum tree', you can enter this in here. (This is optional)
9. Click Save.