



# Pegasys Quick Reference Guide

## Creating a New Routing List

1. From the Pegasys menu bar, select **Reference** → **Employee** → **Routing Lists**.
2. Select **New**.

**Figure 1: Search Routing List**

Pegasys / Reference / Employee / Search Routing List

### Search Routing List

Search Criteria

Code

Name

**Search**

No results

**Code**

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**New** **Open** **Copy** **Delete**

3. Enter your **Correspondence Symbol** followed by a brief description of the routing list in the Code field (Ex: 4BE TRNG). The Code field cannot exceed 10 characters.
4. Enter a name that describes the routing list in the **Name** field.



# Pegasys Quick Reference Guide

**Figure 2: Routing List**

Pegasys / Reference / Employee / Routing Lists / **Routing List**

Routing List   Mail Stop

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**- General**

\* Code

Name

\* Security Org  ☆

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**- Description**

Description

5. Select the **Security Org** reference field link.
6. Enter your search criteria in the appropriate fields.
  - a. You can search using an asterisk (\*) if you do not know your Security Org.

**NOTE:** A Security Org limits who can view the routing list. If you want it to be viewable by everyone, select “GSA” as the Security Org.
7. Select **Search**.
8. Choose the **Select** button located to the left of the preferred option.

**Figure 3: Search Criteria**

**Search Criteria**

Code

Name

Primary  ▼

Parent Security Organization  ☆



# Pegasys Quick Reference Guide

9. Select the **Mail Stop** tab.
10. Select **Add**.

**Figure 4: Mail Stop Tab**

The screenshot shows the Pegasys interface with the breadcrumb trail: Pegasys / Reference / Employee / Routing Lists / Routing List: 4BE TRNG / Mail Stop. Below the breadcrumb, there are two tabs: 'Routing List' and 'Mail Stop', with 'Mail Stop' being the active tab. To the right of the tabs, there is a 'Routing List Code' field containing '4BE TRNG'. Below this, the text 'No results' is displayed. Underneath, there is a checkbox labeled 'User ID'. At the bottom of the interface, there are two buttons: 'Add' and 'Delete'.

11. Enter your search criteria in the appropriate fields.
  - a. If you do not know someone's Logon ID or Name, you can do a partial search of their name using an asterisk (\*).
12. Select **Search**.

**Figure 5: Search User ID or Name**

The screenshot shows a 'Search Criteria' form. It has two input fields: 'User ID' and 'Name'. The 'Name' field contains the text 'Lindabury'. Below the input fields are two buttons: 'Search' and 'Cancel'.

13. Highlight the record for one of the routing list addresses.
14. Click **Select**.



# Pegasys Quick Reference Guide

**Figure 6: Add Users to the Routing List**

Search Criteria

User ID

Name

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1 - 1 of 1 results

<input type="checkbox"/> User ID	Name
<input type="checkbox"/> allroles104	All Roles 104 CGI

15. The selected user will be added to the list of addresses on the Mail Stop page.
16. To add more users to the routing list, repeat steps 10-14.
17. Review the list of addresses.
  - a. The form or document will be sent to the addresses in the order listed on the Mail Stops page.
18. Select **Save**.

**Figure 7: Mail Stop Order**

[Pegasys](#) / [Reference](#) / [Employee](#) / [Routing Lists](#) / [Routing List: 4BE TRNG](#) / **Mail Stop**

[Routing List](#) **Mail Stop**

Routing List Code

1 - 4 of 4 results

<input type="checkbox"/> User ID
<input type="checkbox"/> allroles104
<input type="checkbox"/> allroles115
<input type="checkbox"/> allroles114
<input type="checkbox"/> allroles113

[Go to top of page](#)

19. Select the **Inbox** link to return to your inbox.