



# Pegasys Quick Reference Guide

## Editing an Existing Routing List

1. To make changes to a previously created Routing List, select **Reference** → **Employee** → **Routing Lists** from the menu bar.
2. Enter your search criteria in the appropriate fields.
3. Select **Search**.

**Figure 1: Search Routing List**

Pegasys / Reference / Employee / Search Routing List

### Search Routing List

Search Criteria

Code

Name

**Search**

No results

**Code**

---

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

4. Select the desired routing list code from the generated list.
5. Select **Open**.



# Pegasys Quick Reference Guide

Figure 2: Select Code

Pegasys / Reference / Employee / Search Routing List

## Search Routing List

Search Criteria

Code

Name

1 - 1 of 1 results

Code
<input type="radio"/> 4BE TRNG

6. Select the **Mail Stop** tab.
7. Highlight the desired addressee.
  - a. Select the **Move Up** or **Move Down** buttons to move the addressee up or down one position.
  - b. Select **Delete** to remove an addressee.

Figure 3: Move Up or Down

Routing List | **Mail Stop**

Routing List Code: 4BE TRNG

1 - 4 of 4 results  ↑ ↓ >> <<

<input type="checkbox"/> User ID
<input type="checkbox"/> allisonazevedo
<input type="checkbox"/> allrolesRB118
<input checked="" type="checkbox"/> allenbaptiste
<input type="checkbox"/> allansmith

10 per page << >> Page 1 of 1

[Go to top of page](#)

- c. To add an addressee to the routing list, follow instructions available in the Creating a New Routing List quick reference guide.



## Pegasys Quick Reference Guide

8. Select **Save** at the bottom of the page to save changes.

**Figure 4: Save Changes**

The screenshot shows a web interface with two tabs: 'Routing List' (active) and 'Mail Stop'. Below the tabs is a 'Routing List Code' field containing '4BE TRNG'. Below that, it says '1 - 4 of 4 results'. A list of users is shown with checkboxes: 'User ID', 'allisonazevedo', 'allrolesRB118', 'allenbaptiste' (checked), and 'allansmith'. Below the list are 'Add' and 'Delete' buttons. At the bottom of the interface is a 'Save' button.

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

**NOTE:** The naming convention for Routing Lists will be the user's Correspondence Symbol, followed by an abbreviated description of the routing list. For example, the naming convention on a routing list for training orders might be 4BE TRNG.

An addressee will receive an email when a workflow task is received in their Pegasys Inbox. If you are unable to see a workflow task in your Inbox that was routed to you, select the Refresh button.