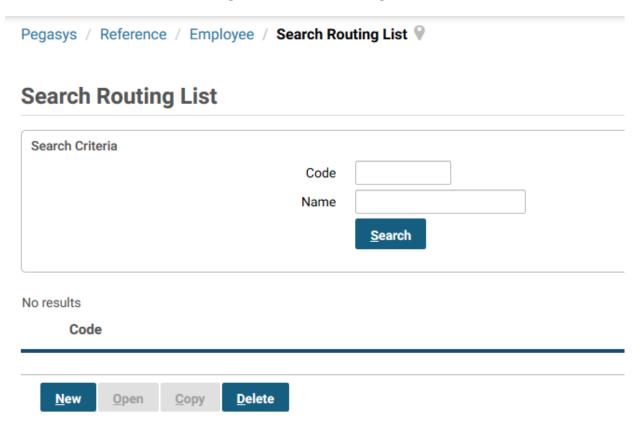


Pegasys Quick Reference Guide

Editing an Existing Routing List

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

Figure 1: Search Routing List

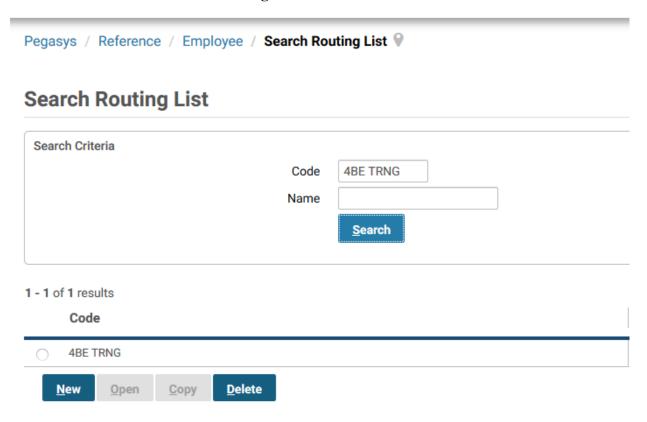


- 4. Select the desired routing list code from the generated list.
- 5. Select Open.



Pegasys Quick Reference Guide

Figure 2: Select Code



- 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



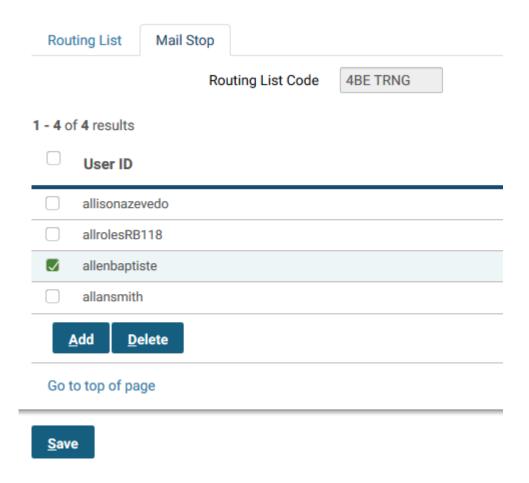
c. To add an addressee to the routing list, follow instructions available in the Creating a New Routing List quick reference guide.



Pegasys Quick Reference Guide

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

Figure 4: Save Changes



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.