




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

No results

Code

3. Enter your **Correspondence Symbol** followed by a brief description of the routing list in the Code field (e.g., 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

- General

* Code

Name

* Security Org ☆

- 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

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

MAIL STOP

Routing List Code

No results

<input type="checkbox"/> ID	Name
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11. Enter your search criteria in the appropriate fields. You may search for users as well as Workflow Groups.
 - a. If you do not know someone's User/Group ID, Name or the exact name of the Workflow Group, you can do a partial search of their name using an asterisk (*).
12. Select **Search**.

Figure 5: Search User/Group ID or Name

Search Criteria

User/Group ID

Name

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



Pegasys Quick Reference Guide

Figure 6: Add Users to the Routing List

Search Criteria

User/Group ID

Name

1 - 1 of 1 results

<input type="checkbox"/> ID	Name
<input type="checkbox"/> allroles155	All Roles 155 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](#) / **Mail Stop**

MAIL STOP

Routing List Code

1 - 3 of 3 results

<input type="checkbox"/> ID	Name
<input type="checkbox"/> allroles155	All Roles 155 CGI
<input type="checkbox"/> allroles104	All Roles 104 CGI
<input type="checkbox"/> allroles115	All Roles 115 CGI

[Go to top of Main Content](#)

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