




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

No results

Code

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

10PZ3TEST

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

1 - 3 of 3 results ↑ ↓ >> <<

<input type="checkbox"/> ID	Name	Type
<input type="checkbox"/> gretchenprahl	Gretchen Prahll - Removed	Principal
<input type="checkbox"/> mistygates	Misty L. Gates	Principal
<input type="checkbox"/> sandrathomas	Sandra Thomas	Principal

10 per page << Page 1 of 1 >>

[Go to top of Main Content](#)

- 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 for managing routing lists. At the top, there are two tabs: 'Routing List' and 'Mail Stop', with 'Mail Stop' being the active tab. Below the tabs, there is a 'Routing List Code' field containing the text '10PZ3TEST'. Underneath, it indicates '1 - 3 of 3 results'. A table lists three entries, each with a checkbox and an ID: 'gretchenprahl', 'mistygates', and 'sandrathomas'. Below the table are two buttons: 'Add' and 'Delete'. At the bottom of the interface, there is a link 'Go to top of Main Content' and 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.