

Assigning a Route - Service Provider

1. Log in as an Admin to FaxAgent
2. Go to the Admin tab
3. Dropdown should say the name of the Tenant you are assigning the Route on behalf of
 - o Note
 - The User to whom you are assigning the Route should already be created
 - The Route must be “Owned” by the parent Tenant of the User
4. Select “Routing Assignment” from the list
5. And then select the Route you wish to Assign
 - o If Tenant has more than a few DIDs you can use the Search feature on the right hand side just below the header bar

The screenshot shows the FaxAgent Admin interface. The top navigation bar includes 'DASHBOARD', 'SEARCH', 'VIEW', 'SEND', 'SETTINGS', 'ADMIN' (highlighted with a red circle), and 'LOGOUT'. The main content area is titled 'TENANT' and features a dropdown menu for 'ABCust1' (highlighted with a red circle). The menu options include 'Tenant Info', 'Company Settings', 'Permissions', 'Fax Settings', 'Advanced Settings', 'Manage Users', 'Routing Assignment' (highlighted with a red circle), 'FaxBridge Assignment', 'Account Code Assignment', and 'Fax Usage Report'. To the right, there is a 'Select action...' dropdown and a search box. Below these is a table with columns: 'Routing Digits', 'Active', 'Billing', 'Owned By Tenant', 'User', and 'Prim...'. The table contains four rows of data, with the last row (888 6103) highlighted in green and having a checkmark in the 'Routing Digits' column.

Routing Digits	Active	Billing	Owned By Tenant	User	Prim...
888 6002	X		ABCust1		
888 6003	X	X	ABCust1	ABUser@ABCust1	
888 6102	X		ABCust1		
888 6103	X	X	ABCust1	ABUser@ABCust1	X

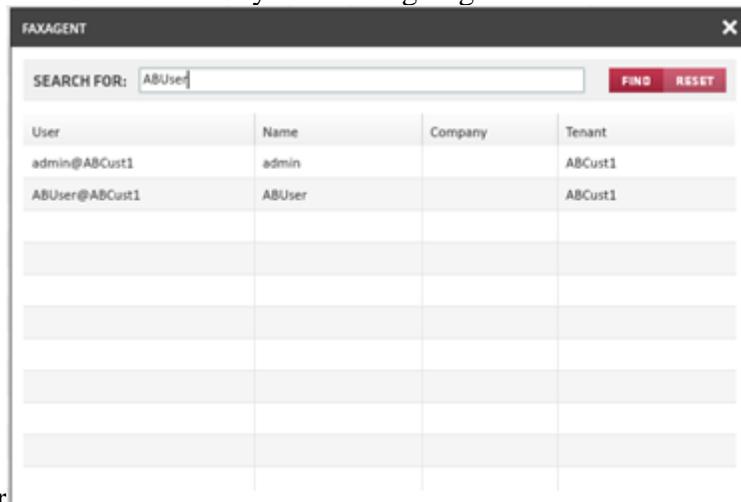
6. Click the drop down arrow for the “Select action...” box
7. Select “Reassign Route” from the list
8. Another box will appear to the right of the “Select action...” box.
9. Select the tablet icon or click in the empty box with your mouse for the User List

The screenshot shows the FaxAgent Admin interface with the 'Reassign Route' dropdown menu open. The menu options include 'Select action...', 'Set as Primary', 'Set as Billing', 'Reassign Route' (highlighted with a red circle), 'Add User Assignment', and 'Remove User Assignment'. The table below the menu is the same as in the previous screenshot, but the 'Reassign Route' option is now selected, and a new box has appeared to the right of the 'Select action...' dropdown.

Routing Digits	Active	Billing	Owned By Tenant	User	Prim...
888 6002	X		ABCust1		
888 6003	X	X	ABCust1	ABUser@ABCust1	
888 6102	X		ABCust1		
888 6103	X	X	ABCust1	ABUser@ABCust1	X

10. The User List will pop up

11. You can search for and select the User to whom you are assigning the Route



- Double click the User

12. Double check that the User is selected and the Route is checked

13. Then hit the Lightning Bolt of Power to assign the Route to that User; and then hit "OK"