## **Creating Routes in a Batch (Hosted)**

- 1. Login as the primary admin
- 2. Go to the ADMIN tab
  - \*\*Note If you have the ability to Create Routes on the Hosted system, you will see Fax Routes in your tree on the left. If you do not see this item on your tree and need the ability to create fax routes, please contact us at 858.427.4302 or email us at <a href="#">FaxAgent.Help@Scrypt.com</a>
- 3. Select Fax Routes on the tree

TENANT								
Demo 💌	# Select action	• 🗾	∎⇐	•			Search for.	
Tenant Info	Route		Active	Owned By Tenan	t.	Billing User		Users
Manage Tenants								
Company Settings								
Permissions								
Fax Settings								
Manage Users								
Fax Routes								
Routing Ownership								
Routing Assignment								
FaxBridge Ownership								
FaxBridge Assignment								
Account Code Ownership								
Account Code Assignment								
Fax Usage Report								

- 4. To add routes in a Batch select the "plus" sign
- 5. Once the Create New Item screen pops up, select BATCH

FAXAGENT			×
CREATE NEW ITEM		SAVE	RESET
Managed By Tenant: • system	<b>^</b>		-
BATCH RANGE	ប		
Entry List: (comma and/or line deli	mited list of entries)		
8885551110, 8885551511 8885551117			ADD
fax routes must be a minimum of 10 d	igits and not start with a 0		
Tenant	DID Start	DID End	

Select the Tenant you wish to assign these

routes to from the drop down

- 6. Input the batch using a comma and/or line delimited list
- 7. Once you've input your DIDs, select the ADD button on the right hand side

8. You will see the individual routes populate below

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EATE NEW ITEM		SAVE RE
aged By Tenant: • syste	m	Û
BATCH RANGE		
List: (comma and/or lin	e delimited list of entries)	
utes must be a minimum o	f 10 digits and not start with a 0	
utes must be a minimum o	f 10 digits and not start with a 0	
utes must be a minimum o Tenant	f 10 digits and not start with a 0 DID Start	DID End
Tenant	DID Start	

- 9. Select SAVE in the top right corner to create the routes
- 10. Routes will now show in Fax Routes as well as Routing Ownership for the specified Tenant 11. See "Assigning A Route" for next steps