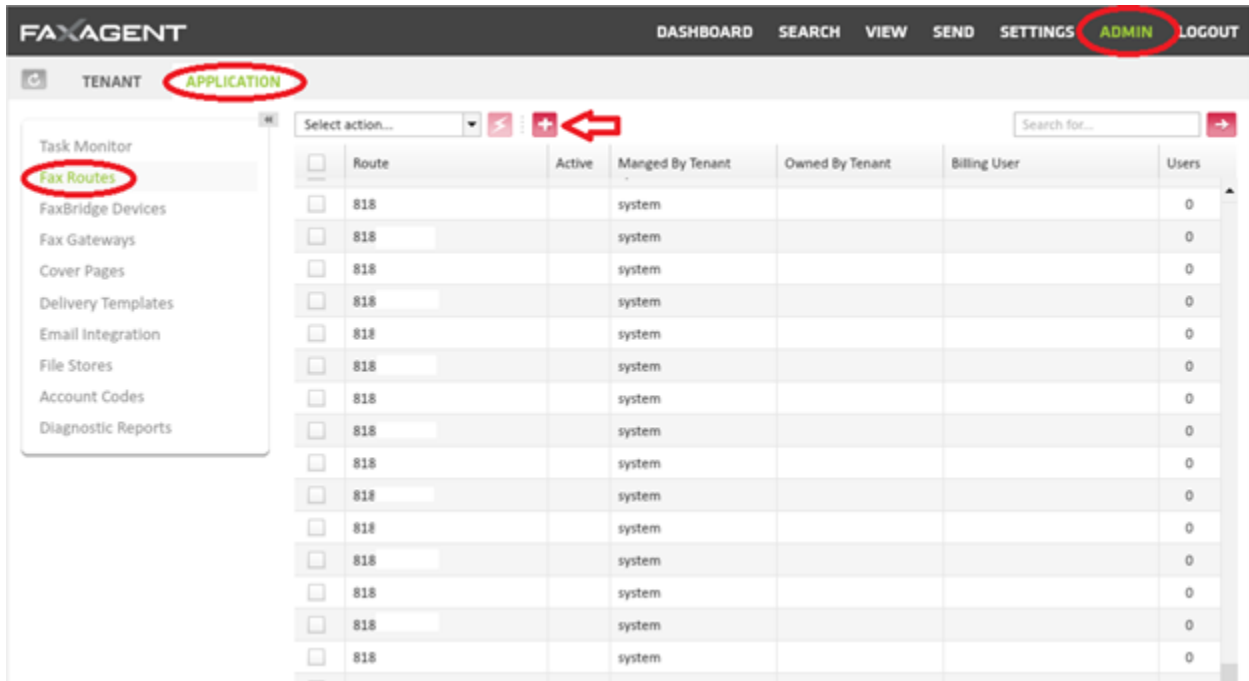
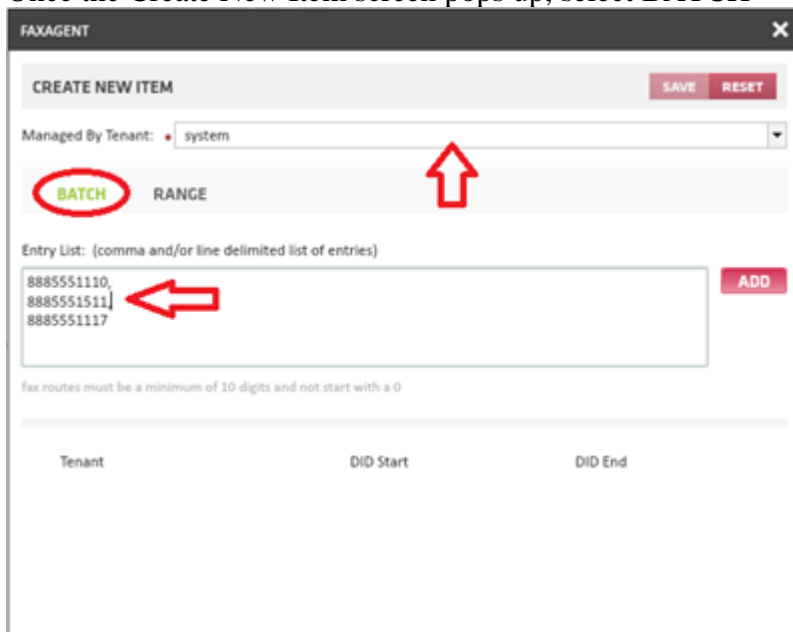


Creating Routes in a Batch (Premise)

1. Login as the primary admin
2. Go to the ADMIN tab
3. Select the APPLICATION sub-tab
4. And then *Fax Routes* on the tree



5. To add routes in a Batch select the “plus” sign
6. Once the Create New Item screen pops up, select BATCH



Select the Tenant you wish to assign these

routes to from the drop down

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

9. You will see the individual routes populate below

A total of 3 entries were added from the batch input

CREATE NEW ITEM SAVE RESET

Managed By Tenant: system

BATCH RANGE

Entry List: (comma and/or line delimited list of entries)

ADD

fax routes must be a minimum of 10 digits and not start with a 0

Tenant	DID Start	DID End
<input checked="" type="checkbox"/> system	8885551110	
<input checked="" type="checkbox"/> system	8885551511	
<input checked="" type="checkbox"/> system	8885551117	

10. Select SAVE in the top right corner to create the routes

11. Routes will now show in Fax Routes as well as Routing Ownership for the specified Tenant

12. See "[Assigning A Route](#)" for next steps