## **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

AXAGENT					DASHBOARD	SEARCH VIEV	V SEND SETTINGS	ADMIN LOGO
TENANT APPLICATION	>							
	Selec	t action	• 🗲	•¢			Search for	t
Task Monitor Fax Routes		Route		Active	Manged By Tenant	Owned By Tenant	Billing User	Users
FaxBridge Devices		818			system			0
Fax Gateways		818			system			0
Cover Pages		818			system			0
Delivery Templates		818			system			0
Email Integration		818			system			0
File Stores		818			system			0
Account Codes		818			system			0
Diagnostic Reports		818			system			0
		818			system			0
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- 5. To add routes in a Batch select the "plus" sign
- 6. Once the Create New Item screen pops up, select BATCH

CREATE NEW ITEM		SA	VE RESET
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anaged by rename. System	<u> </u>		
BATCH RANGE	U		
ntry List: (comma and/or line	delimited list of entries)		
885551110,			AD
885551117			
885551117	10 digits and not start with a 0		
885551117	10 digits and not start with a 0 DID Start	DID End	
x routes must be a minimum of		DID End	
x routes must be a minimum of		DID End	
x routes must be a minimum of		DID End	

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

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BATCH RANGE			
ry List: (comma and/or line	e delimited list of entries)		
			A
			A
routes must be a minimum of	10 digits and not start with a 0		A
routes must be a minimum of Tenant	10 digits and not start with a 0 DID Start	DID End	A
		DID End	A
Tenant	DID Start	DID End	A

- 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 "<u>Assigning A Route</u>" for next steps