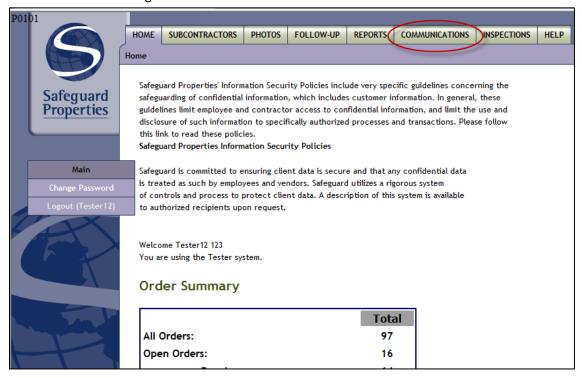
To access the Routing Page:

- ➤ Log in to INSPI2
- Click on the Communications page
- Click on Routing on the Left Menu

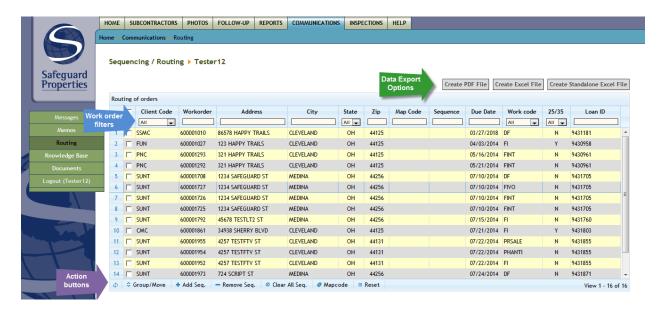




Routing Page Workspace:

- Use check boxes to select orders to work with
- Work Order Filters (see blue arrow) allow user to filter orders by any of the columns
- Action Buttons (see purple arrow) allow user to perform the following actions:

- Group/Move Group work orders for easier manipulation
- Add Seq Add a sequence to all selected (checked) work orders
 - Only sequenced orders are exported via Create PDF & Create Excel File Data Export Options
- Remove Seq Remove sequence from all selected work orders
- o Clear All Seq Remove sequence from all work orders (whether selected or not)
- Reset Remove all highlight colors from grid
- Data Export Options
 - Create PDF File
 - Export sequenced work orders to PDF file format
 - o Create Excel File
 - Export sequenced work orders to Excel file format
 - Create Standalone Excel File
 - Export ALL work orders to Excel file format

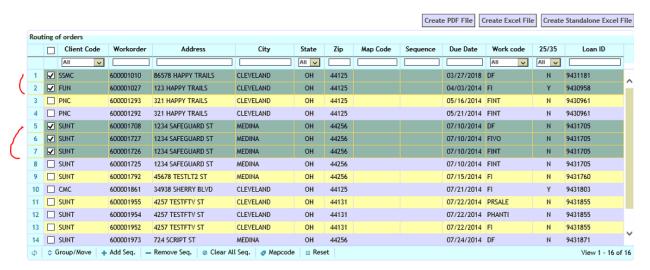


Using the Routing Page:

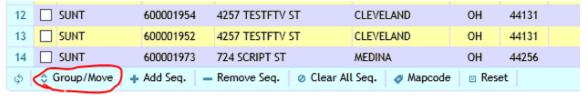
Grouping Data:

1. Select the orders that require grouping with the check box on the left hand side:

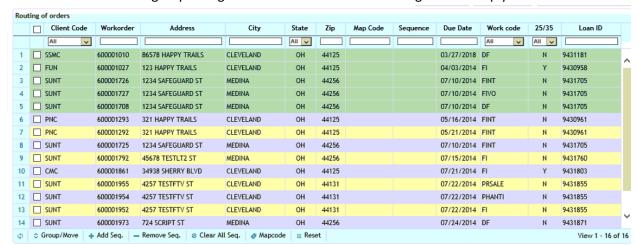
Sequencing / Routing ▶ Tester12



2. Select Group/Move in the lower left hand corner of the routing page:



3. Your orders will now be grouped together AND color coded according to the setup you created.

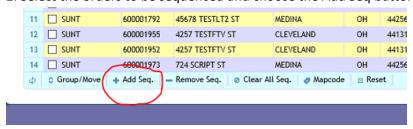


How Do I Create a Standalone Excel File:

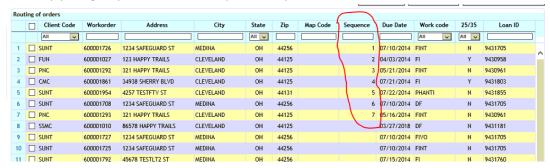
1. Press the Create Standalone Excel File option and either Open or Save the document.

How Do I Create an Excel or PDF File:

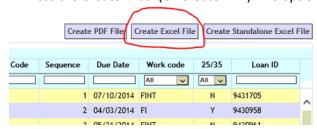
- 1. Follow the instructions to group data or select a range to be sequenced
 - 2. Select the orders to be sequenced and choose the Add Seq button



3. Verify your grouped orders are sequenced by number:



4. Press the Create Excel (Or Create PDF) File option

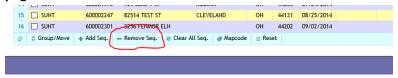


5. Either open or save your new Excel (Or PDF) file.

NOTE 1: To remove sequenced orders, simply check the orders you'd like to have removed and press the Remove Seq. button:

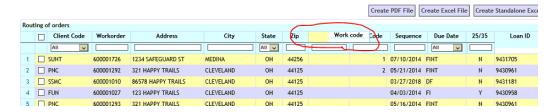


Note 2: To remove ALL sequenced orders, select the Remove Seq. Button at the bottom of the page:



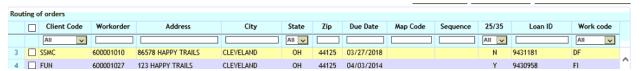
How can I reorder the labels on the system?

1. Simply drag the label to the location you would like to the desired area

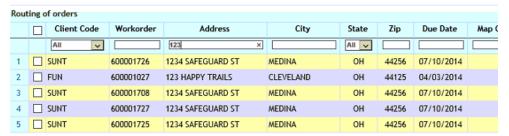


How can I narrow my results?

1. You can type partial answers into the blank fields above the work order information:



a. For example, if you want all orders that begin with "123" in the address, type "123" in the blank address field. This will populate only orders that begin with "123":



How Do I add Map Codes?

- 1. Create a sequence in the routing page
- 2. Check mark the work orders to be mapped
- 3. Select Mapcode from the bottom of the page
- 4. Enter up to 8 alpha numeric characters and select OK

