

# Apply Different Routing Scenarios Per Stage

09/16/2024 1:49 pm MDT

If using stage lists with multiple stages, it is possible to assign a different routing scenario to each stage the documents pass through.

First, ensure the correct **Stage List** is selected for the doc code (or card). If needed, save to apply the changes.

Then select **Per Stage** from the **Routing Scenario** dropdown menu.

Grid Rows Colors

Code List (Requirements)						
Select	Doc Code ↑	Doc Code Name	Routing Scenario Details	Routing Scenario	Stage List	Level
<input type="checkbox"/>	B02	Vendor Document Register	<b>2</b> →	- Select -	IFA/IFC/IAB <b>1</b>	Order
<input type="checkbox"/>	D16	Instrument Data Sheet		- Select -	Internal Approval	AssemblyLine (TE)
<input type="checkbox"/>	E02	Cross Sect Dwg / Exploded View Diagram		Add New	IFI	Tag (TE)
<input type="checkbox"/>	K05	Operating and Maintenance Manual		Per Stage	IFI	Item/Model (TE)
<input type="checkbox"/>	L14	Functional Test Reports		Routing scenario 1	IFI	Tag (TE)
<input type="checkbox"/>	M08	Material Traceability Records		Routing scenario 2	IFI	Tag (TE)
<input type="checkbox"/>	M17	Leakage Test Certificate		Routing scenario 3	IFI	Tag (TE)
<input type="checkbox"/>	O02	Pressure Test Certificates	<a href="#">Routing scenario 1</a>	Routing scenario 1	IFI	Tag (TE)
<input type="checkbox"/>	S06	Manufacturing Data Book	<a href="#">Details</a>	Per Stage	IFI	Shipment

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Selecting **Per Stage** will open a panel where users can apply routing scenarios to each stage.

## Assign Routing Scenario to Doc Code / Card



**Routing Scenario**

Select or type ahead...

**Stage List: IFA/IFC/IAB (IFA -> IFC -> IAB)**

IFA	Routing scenario 1	
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**Settings**

Assign reviewers when file returned from customer (When stage not complete)

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IFC	Select or type ahead...	
IAB	Select or type ahead...	

To assign an existing scenario, (1) choose from the dropdown next to each stage. To create a new scenario, (2) select the plus (+) icon next to any of the stages.

To view the details of the selected routing scenario, (3) select the information icon next to it.

Once the applicable scenarios are assigned, (4) select **Save** to apply the changes.