Creating a Route in Infoporte

1. Navigate to the Infoporte INBOX

2. Click on the blue Routes tab in the top left corner.

3. Click the New Route button.

4. Name the Route.
5. Choose the correct Department from the Dropdown.
6. Select the Category: Faculty Review.
7. Enter the User or Group name for Stop 1.
8. Repeat Step 7 for each additional Stop.

Note: clicking the FYI option will send the User(s)/group a notification ONLY. Information cannot be entered into the request by this User/Group. All others on the stop will have approval capability. Once an approver “Submit”s information, it moves on to the next stop in the Route. If the approver is a member of a Group, “Submit” will cause the information to move on to the next Group or User.
The Current Stops box will contain a list of all stops in the Route. Once the information in the box is acceptable, Click Create Route.

9. Your Route should now appear in the Route List.