# Sending a message to FTI® Ringtail® from Accuroute Desktop

Use the following procedure to send a message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the AccuRoute Desktop user guide.

To send a message using AccuRoute Desktop:

1   Start AccuRoute Desktop. Click **START**, go to the Omtool programs group, and select **ACCUROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.
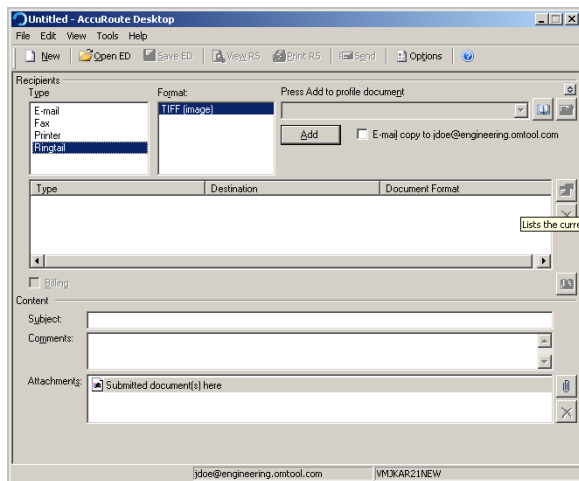
2   Select the **Recipient** type as **RINGTAIL** in the **RECIPIENTS TYPE** list. The only available file format is TIFF (image).

3   Verify that TIFF (image) is selected as the file format.

4   Click **ADD**. The Ringtail configuration wizard opens.
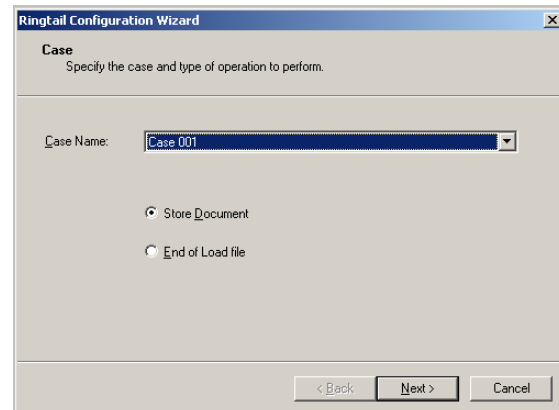
5   Click **NEXT**. The document options page opens.
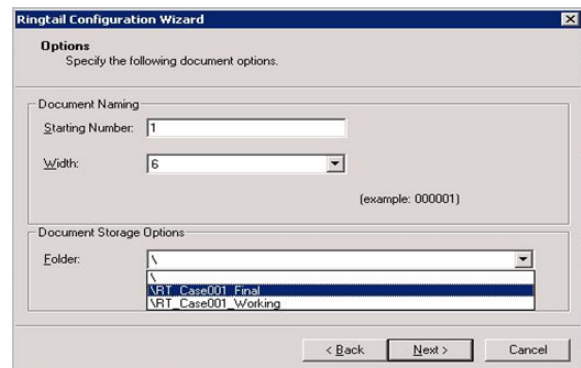
6   In the **STARTING NUMBER** text box, enter a starting number or accept the default of 1.

In most cases, documents will be numbered starting with the specified number. If there is a document with a higher number already referenced in the load file, however, the starting number will begin at the next highest number.
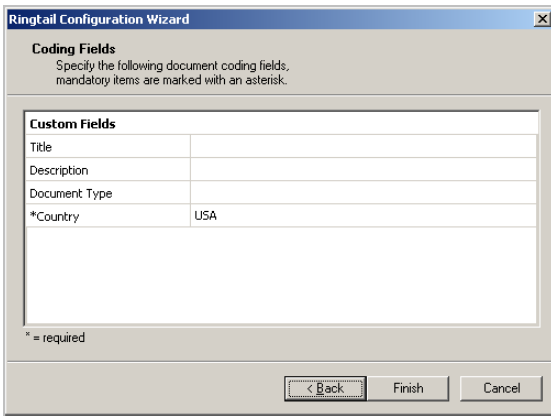
The starting field is added to the file name during the Compose process. For example, if Width is set to six,

the resulting file name will be 000001.tif. The starting number (in this example 000001) indicates the first individual file number of the single page files.

7   In the **WIDTH** text box, enter the document width.
‣   The **Width** text box is greyed out if the beside **ALLOW END USER TO CHANGE DOCUMENT NUMBER WIDTH** option is not checked in the case.

8   In the **FOLDER** text box, select the folder for document storage ???? (need explanation)

9   ClicK **NEXT**. The custom fields page opens.

Ringtail Configuration Wizard

Coding Fields
Specify the following document coding fields,
mandatory items are marked with an asterisk.

Custom Fields	
Title	
Description	
Document Type	
*Country	USA

* = required

[< Back]   [Finish]   [Cancel]

10   Enter information for any custom user-defined fields. If it is a required field, (has an *) you must enter information for that field. Shown below are some examples of custom fields and their possible value.

•   **String** - If a custom user-defined field is defined as a string value field, you can enter alpha or numeric text.

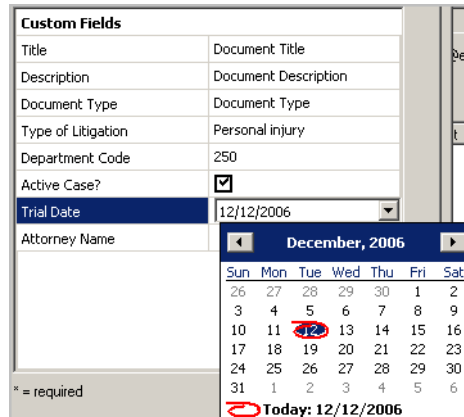| Custom Fields	
Title	Document Title
Description	Document Description
Document Type	Document Type
Type of Litigation	Personal injury
Department Code	
Active Case?	☐
Trial Date	12/12/2006
Attorney Name	

•   **Number** - If a custom user-defined field is defined as a number field, you can only enter whole numbers.

Custom Fields	
Title	Document Title
Description	Document Description
Document Type	Document Type
Type of Litigation	Personal injury
Department Code	250
Active Case?	☐
Trial Date	12/12/2006
Attorney Name	

•   **Boolean** - If a custom user-defined field is defined as a boolean field, select the check box if the answer is true, and clear the check box if the answer is false.

Custom Fields	
Title	Document Title
Description	Document Description
Document Type	Document Type
Type of Litigation	Personal injury
Department Code	250
Active Case?	☑
Trial Date	12/12/2006
Attorney Name	

•   **Date** - If a custom user-defined field is defined as a date field, the field defaults to today's date. To change the date, click on the date, click the down arrow, and select the correct date from the calendar that appears.

Custom Fields	
Title	Document Title
Description	Document Description
Document Type	Document Type
Type of Litigation	Personal injury
Department Code	250
Active Case?	☑
Trial Date	12/12/2006
Attorney Name	

* = required

December, 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 12/12/2006

•   **Pick** - If a custom user-defined field is defined as a pick-list field, select a value from the drop-down list.

Depending on your system's configuration, you may be able to enter your own values.

Custom Fields	
Title	Document Title
Description	Document Description
Document Type	Document Type
Type of Litigation	Personal injury
Department Code	250
Active Case?	☑
Trial Date	12/12/2006
Attorney Name	
	Smith
	Jones
	Wells
	White

11 Click **NEXT.** A summary page opens listing all the information you have entered in the wizard.
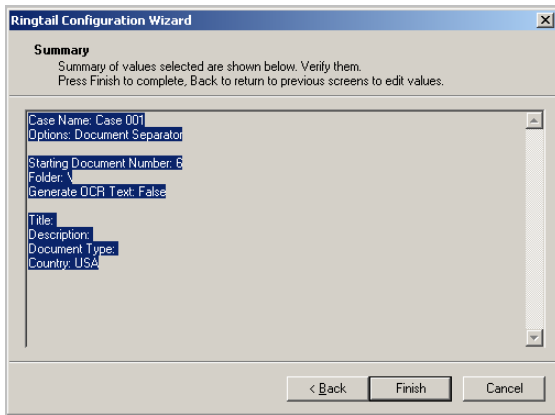
**12** Click **FINISH** to close the wizard. The Ringtail destination appears in the message.
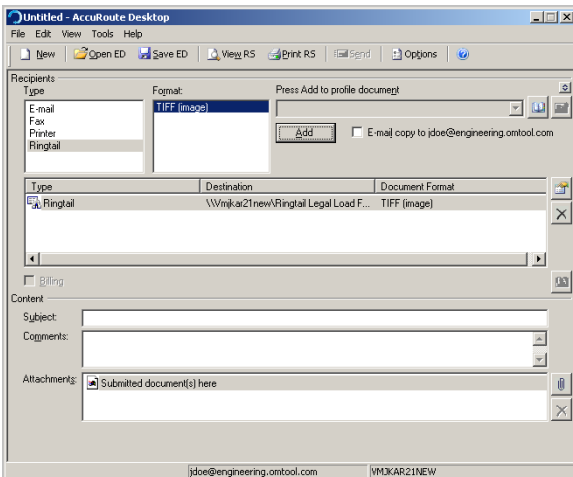
13 Add content to your message.

- Locate the **CONTENT** section at the bottom and type a subject and comments.

- Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:

  FILE - Select this option to attach a file saved from your computer or network share. Go to the file, select it, and click **OPEN**. The file appears in the attachments list.

  WEB DOCUMENT - Select this option to attach a web page from the Internet. Enter the address of the web document, choose a file name for the attachment, select a file format for this attachment (such as PDF or HTML), and click **OK**.
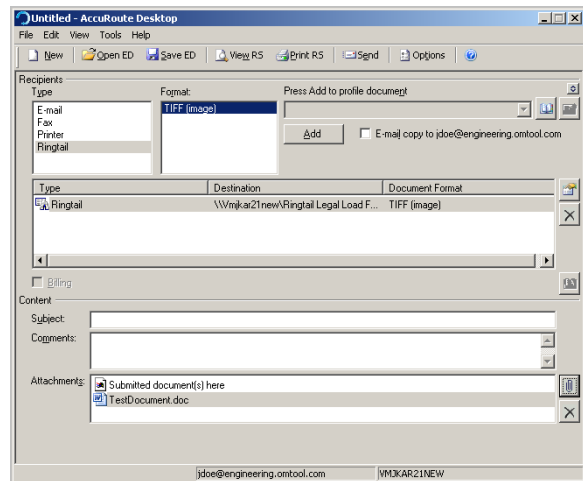
14 Send or save the message. You can do one of the following:

  Send the message immediately - To send the message, click **SEND** on the toolbar. A message box indicates that your message has been sent to the server.

  Save the message as an Embedded Directive - To save as an Embedded Directive, click **SAVE ED** on

the toolbar. In the Save As page, enter a descriptive title in the Title text box. Click **SAVE**.

Print a Routing Sheet that can be scanned with hard copy documents - To generate a Routing Sheet, save the message as an Embedded Directive. Then click **PRINT RS** on the toolbar. AccuRoute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on your desktop. Print the Routing Sheet and include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your network administrator. (Your message can include both electronic and hard copy documents.)

▸ When you select **END OF LOAD FILE**, you cannot click **SEND** to send the message. Send end of load file Routing Sheets through the standard network scanning process.

When you send a message and it is delivered to the AccuRoute sever for processing, you will see the following message.
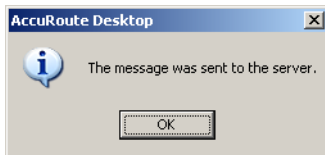
After the messages are processed by the server, the output TIFF and OCR text files are generated in the **Final** folder. The load file (with MDB format) is generates in the **Working** folder.