## Sending an End of load file using AccuRoute Desktop

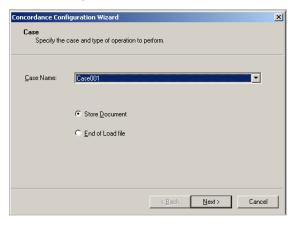
To test the installation and configuration of the Litigation Support connector, send a message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the <u>AccuRoute Desktop user guide</u>.

## To send an End of load file using AccuRoute Desktop:

Start AccuRoute Desktop. Log in if prompted.

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Type		Destination		Document Format	
Content Subject: Comments: Attachment <u>s</u> :	Submitted docum	ent(s) here			
		jdoe@engineering	j.omtool.com	W/JKAR21NEW	

- 2 Select the destination type **CONCORDANCE** in the **RECIPIENTS TYPE** list.
- 3 Verify that the only available file format is TIFF (image).
- 4 Click ADD. The Concordance Configuration Wizard opens.



- 5 From the **CASE NAME** drop down, select a case.
- 6 Select the END OF LOAD FILE option.
- 7 Click NEXT. A summary page opens.

oncordance Configuration Wizard			
Summary Summary of values selected are shown b	dow Verifu them		
Press Finish to complete, Back to return		to edit values.	
Case Name: Case001			<u>^</u>
Options: End of Load file			
1			
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8 Click **FINISH** to close the wizard. The Concordance destination appears in the message.

	cuRoute Desktop Tools Help			×
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## Continued: Sending an End of load file using AccuRoute Desktop

- **9** Add content to your message.
  - a Locate the **CONTENT** section at the bottom and type a subject and comments.
  - **b** Add any attachments you want to send with your message. Click the paperclip icon and select one of the following options:
  - **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. Type 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.

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- **10** Do one of the following:
  - Save the message as an Embedded Directive -Click SAVE ED on the toolbar, type a title for the Embedded Directive, and click SAVE.
  - Print a Routing Sheet that can be scanned with hard copy documents - 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.

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.

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