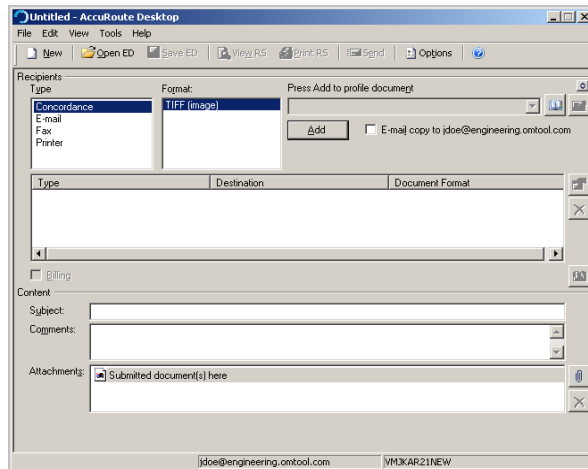


Sending a message to Concordance from Accuroute Desktop

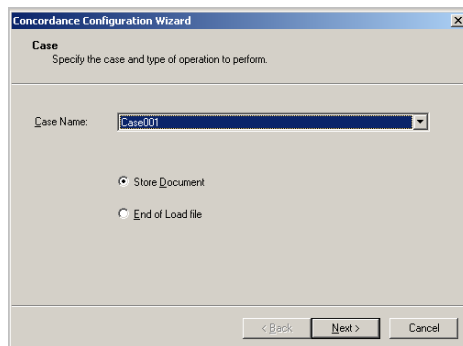
To test the installation and configuration of the Litigation Support connector, send a message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop user guide](#).

To send a message using AccuRoute Desktop:

1 Start AccuRoute Desktop. Log in if prompted.

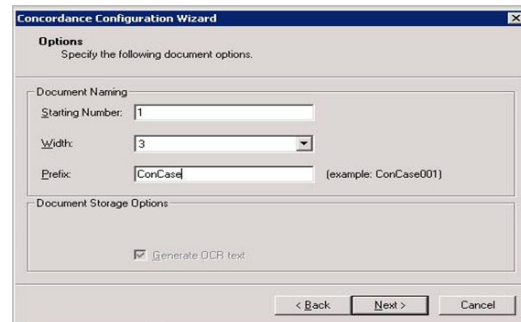


- 2** Select the destination type **CONCORDANCE** in the **RECIPIENTS TYPE** list.
- 3** Verify that the only available file format is TIFF (image).
- 4** Click **ADD**. The **Concordance Configuration Wizard** opens.



5 From the **CASE NAME** drop down, select a case.

6 Click **NEXT**. The **Options** page opens.



7 In the **STARTING NUMBER** text box enter a 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.

8 In the **WIDTH** drop down select the document width.

9 In the **PREFIX** text box, enter a prefix. The Prefix can consist of alpha characters, numerical characters, or a mixture. The limits of this field are controlled by the file system

The Prefix and number fields are added to the file name during the Compose process. For example if the Prefix is ABCDE and the Width is set to five, the resulting file name will be ABCDE00001.tif. The starting number (in this example 00001) indicates the first individual file number of the single page files.

10 Optionally, in the **Document Storage Options** area, if the option is available, select **GENERATE OCR TEXT** (optional). Selecting this option will create OCR text files in addition to the single page TIF files. OCR text files are searchable when imported into Concordance. If this option is not selected, only the single page TIF

files are created, and the document is not searchable within Concordance.

- 11 Click **NEXT**. The Coding Fields page opens.
- 12 Enter information for any custom user-defined fields. If a field is required, 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	
Type of Litigation	Personal injury
Department Code	
Active Case?	
Trial Date	11/29/2006
Attorney	

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

Custom Fields	
Type of Litigation	Personal injury
Department Code	250
Active Case?	
Trial Date	11/29/2006
Attorney	

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	
Type of Litigation	Personal injury
Department Code	250
Active Case?	<input checked="" type="checkbox"/>
Trial Date	11/29/2006
Attorney	

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	
Type of Litigation	Personal injury
Department Code	250
Active Case?	
Trial Date	11/29/2006
Attorney	

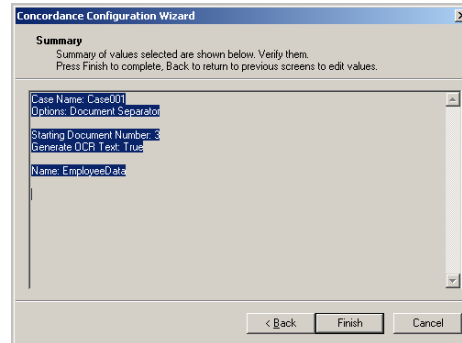
November, 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
Today: 11/29/2006						

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

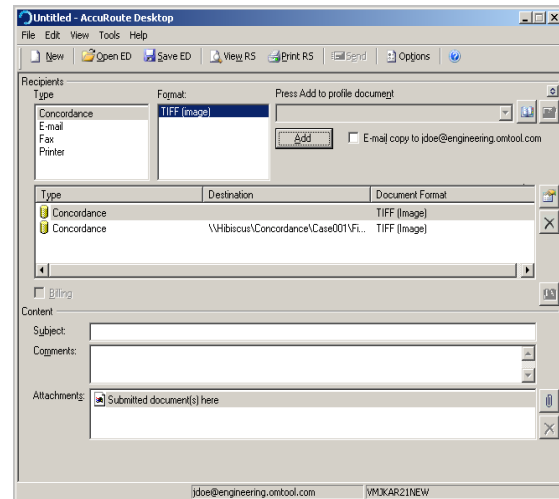
Depending on your system's configuration, you may be able to enter your own values.

Custom Fields	
Type of Litigation	Personal injury
Department Code	250
Active Case?	
Trial Date	11/29/2006
Attorney	B. Jones C. Smith D. Green E. Brown

- 13 Click **NEXT**. A summary page opens listing all the information you have entered in the wizard.



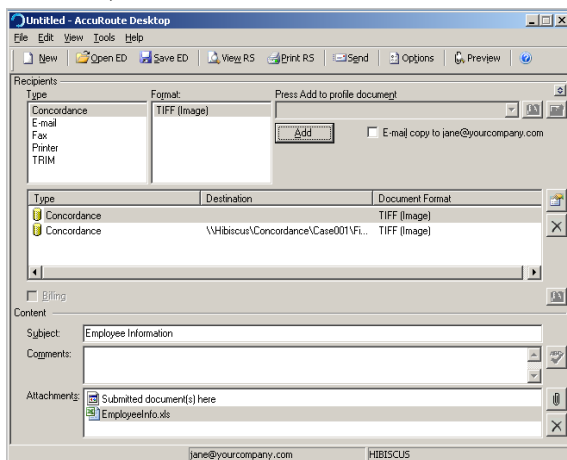
- 14 Click **FINISH** to close the wizard. The Concordance destination appears in the message.



- 15** 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 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. 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**.



- 16** Do any of the following:

Send the message immediately - Click **SEND** on the toolbar. A message box indicates that your message has been sent to the server. (Your message must have at least one attachment.)

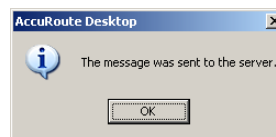
Save the message as an Embedded Directive - Click **SAVE ED** on the toolbar, type a title for the Embedded Directive, and click **SAVE**.

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.

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 generated in the **Working** folder.