AccuRoute Desktop quick start guide

Sending an End of Load file to Summation using AccuRoute Desktop

Use the following procedure to 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 message using AccuRoute Desktop:

I Start AccuRoute Desktop. Log in if prompted. The AccuRoute Desktop application opens.

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- 2 Select the **Recipient** type as **SUMMATION** in the **RECIPIENTS TYPE** list.
- 3 Verify that TIFF (image) is selected as the file format. Click ADD. The Summation configuration wizard opens.

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Case Specify the	case and type of operation to perform.			
<u>C</u> ase Name:	Case001			
	C Store Document			
	End of Load file			
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4 From the **Case Name** drop down, select a case name and then select **END OF LOAD FILE** option.

5 Click **NEXT.** A summary page opens.

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Summary Summary of values selected are shown below. Verify them.	
Press Finish to complete, Back to return to previous screens to edit values.	
Case Name: Case001	
Options: End of Load file	
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6 Click **FINISH** to close the wizard.

The Summation destination appears in the message.

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- 7 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:

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Continued: Sending an End of Load file to Summation using AccuRoute Desktop

- **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.

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- 8 Optionally, save the message. You can do one of the following:
 - 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.)

9 Send the 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. 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 DII format) is generates in the **Working** folder.

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