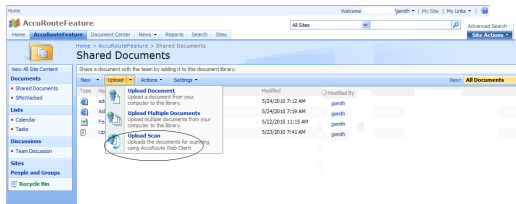


Creating a Message from a MS SharePoint Document Library

Use the following procedure to create a message from within your MS SharePoint document library. The AccuRoute Web Client opens the New Message page showing the message you created. Attach electronic documents to the message and route the message to the AccuRoute Server for processing. The AccuRoute Server uses the instructions in the message to route the documents to the MS SharePoint repository where they are stored at the appropriate location.

To create a message using the AccuRoute Web Client:

- 1 Open MS SharePoint and go to the document library where you want to route your inbound documents to.
- 2 Click the **UPLOAD** button and select the **UPLOAD SCAN** option.



- 3 The **Upload Scan** page opens.

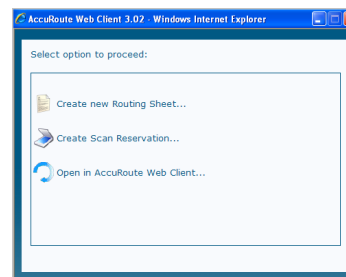
You are prompted to provide the name, title and document format for your inbound document.

▶ This is the destination information for the inbound document within the MS SharePoint document library.

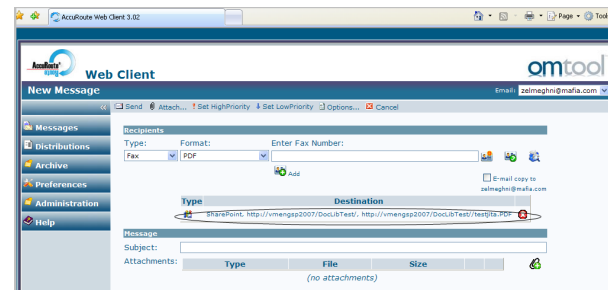
- 4 In the **NAME** text box, enter the document name. In the **TITLE** text box, enter the

document title and from the **FORMAT** drop down, select the document format.

- 5 Click **SAVE**. The **AccuRoute Web Client 3.02** page opens.



- 6 Select the **OPEN IN ACCURROUTE WEB CLIENT** option. The AccuRoute Web Client opens with the **New Message** page.



▶ The **Destination** section is filled with the destination information you provided in Step 4.

- 7 Create the message by attaching electronic documents. Select other recipients as necessary. Then send the message to the AccuRoute Server for processing.