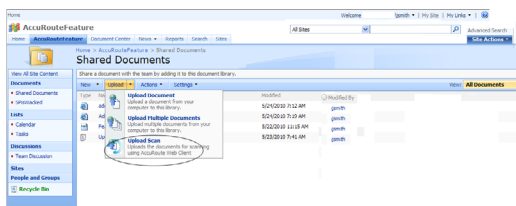


Creating a Routing Sheet from a MS SharePoint Document Library

Use the following procedure to create a Routing Sheet from within your MS SharePoint document library. Then use the Routing Sheet to scan hard copy documents. The documents are submitted to the AccuRoute Server for processing. The AccuRoute Server uses the instructions in the Routing Sheet to route the documents to the MS SharePoint repository where they are stored at the appropriate location.

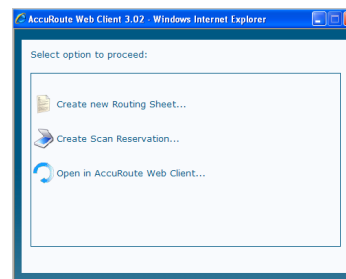
To create a Routing Sheet:

- 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.



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

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



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

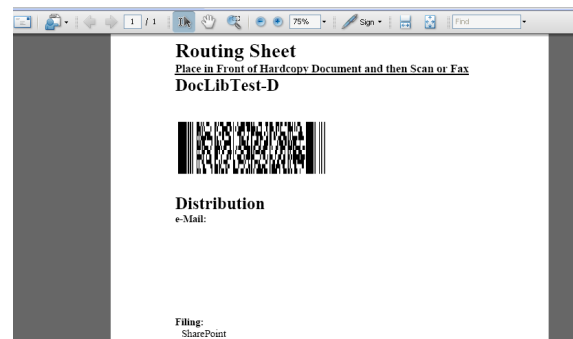
You are prompted to provide the name, title and document format for your inbound document.

► 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

- 6 Select the **CREATE NEW ROUTING SHEET** option.

A Routing Sheet is generated with the destination information you provided in Step 4. After Routing Sheet generation is complete, the Routing Sheet opens in the default PDF viewer.



- 7 Print the Routing Sheet and use it for scanning hard copy documents. If needed, save it for later use.