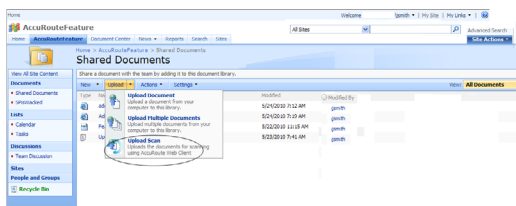


Creating a Scan Reservation from a MS SharePoint Document Library

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

To create a Scan Reservation:

- 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.



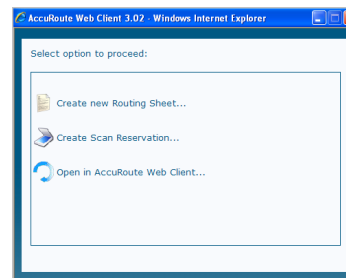
- 3 The **Upload Scan** page opens.

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

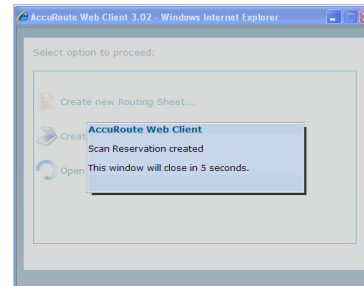
► This is the destination information for the inbound document within the MS SharePoint document library.

- 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 **CREATE SCAN RESERVATION** option.
- 7 An Embedded Directive is created on the AccuRoute Server with the destination information you provided in Step 4. After the Embedded Directive creation process is complete, you will see the following message..



- 8 Use the Embedded Directive from a multi function peripheral (MFP) device to scan hard copy documents. Alternately, use it from the AccuRoute Web Client to scan electronic documents and send them to the MS SharePoint for storage.