# Assigning distributions with DM 5.1.0.5

Use the following procedure to attach an unassigned distribution using DM, place the Routing Sheet containing that assigned distribution in front of your hard copy document, and scan it directly into WorkSite.

To assign a distribution in FileSite:

1   Open DM.

2   Open New Profile page using one of the following methods:

   • Click **FILE > IMPORT SCAN**

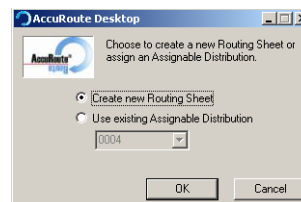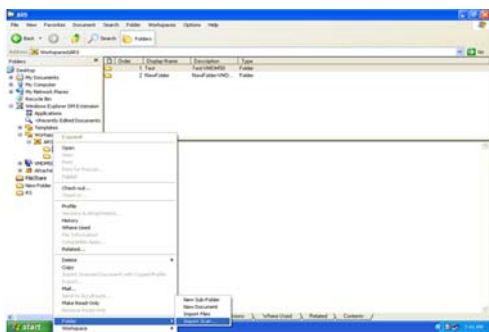   • Select a folder - Right and select **IMPORT SCAN** from the drop down menu.
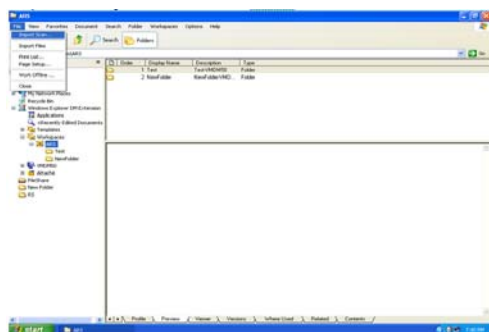
   • Select a document - Right click and select **IMPORT SCANNED DOCUMENT WITH COPIED PROFILE**.
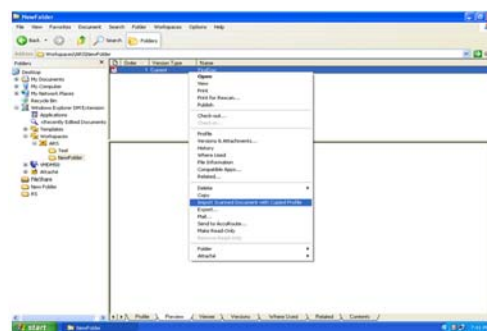
The **New Profile** page opens.

3   Enter appropriate information.

4   Click **OK**.

The **AccuRoute Desktop** page opens.

You can either create a new Routing Sheet or use an existing Assignable Distribution. Your choices may differ depend on your company's configuration.
▶   If you select to create a Routing Sheet, the Routing Sheet assumes the AccuRoute Desktop preferences. For example, if AccuRoute Desktop is configured to always create Embedded Directives that are multiple use, the Embedded Directive created by the Create New Routing Sheet option will use these same settings.

5 Select **Use existing Assignable Distribution** and select an available unassigned distribution from the drop down menu.

6 Click **OK**.

7 Place the corresponding Routing Sheet for the distribution you just assigned in front of your hard copy document.

8 Go to a network scanning device. Send the document to AccuRoute to be routed directly to DM.

Attaching a document from DM to AccuRoute Desktop directly

Use the following procedure to attach a document from DM to AccuRoute Desktop:

1 Open DM and select the document that you want to attach.

2 Right click the document. Select **SEND TO ACCUROUTE** from the drop down menu options.

The **AccuRoute Desktop** application opens. The document you selected is added as an attachment.