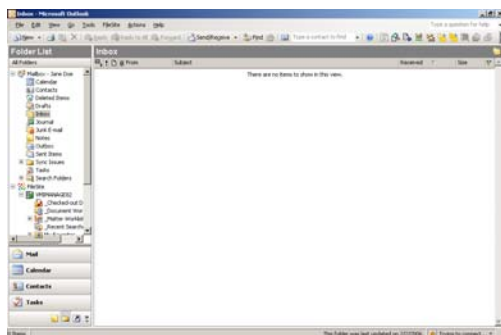# Assigning distributions with FileSite

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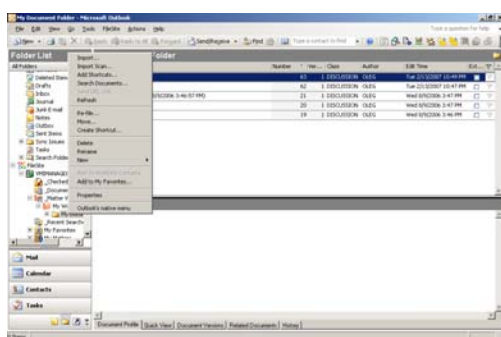
To assign a distribution in FileSite:

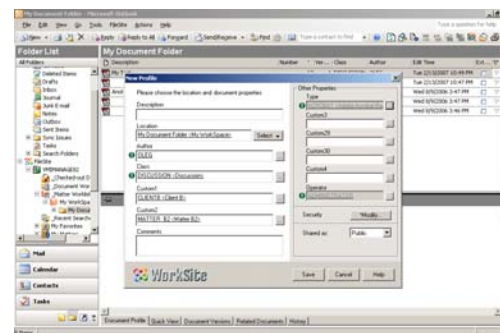1   Open Microsoft Outlook and expand FileSite in the console tree.

2   Open the New Profile page with pre-populated information by right-clicking a folder or document.
   ▸ The right-click menu item differs depending on whether you select a folder or a document:

   • Folder right-click menu item: **IMPORT SCAN**

   • Document right-click menu item: **IMPORT SCAN WITH COPIED PROFILE**

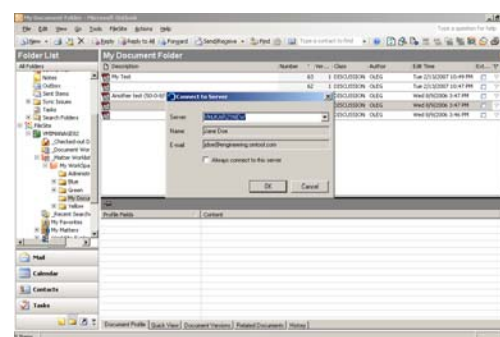3   Select either **IMPORT SCAN** or **IMPORT SCAN WITH COPIED PROFILE**.

   The **New Profile** page opens.

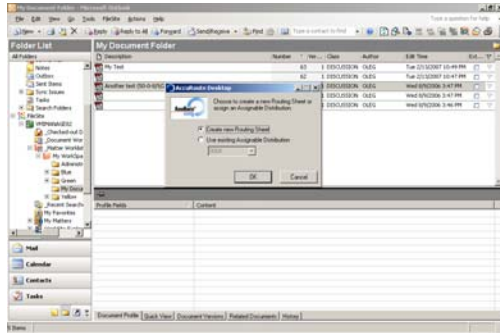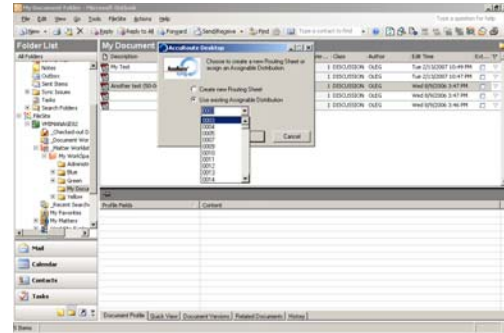4   Enter appropriate information in the **DESCRIPTION** field.

5   Click **SAVE**.

   The **Connect to Server** page opens on top of FileSite.

6   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.

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

8   Click **OK**.

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

10   Go to a network scanning device. Send the document to AccuRoute to be routed directly to WorkSite.

To attach a document from FileSite to AccuRoute Desktop directly

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

1   Open FileSite 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.