Creating Assignable Distributions

Use the following procedure, to create Assignable Distributions for a specific user.

To create Assignable Distributions:

1   Go to **START > OMTOOL > ACCUROUTE ASSIGNABLE DISTRIBUTIONS CREATOR**.

The **Connect to Server** page opens.

2   Enter the Omtool server name (if necessary) and click **NEXT**.

The **User** page opens.

3   In the **USER E-MAIL** field, enter the e-mail address of the user you whom you are creating Assignable Distributions. You can also click Address Book and browse for a user from the user list.

4   Click **NEXT**.

The **Assignable Distribution Details** page opens.

5   Enter appropriate information in the following fields:

COPIES - Use the spin box to set the number (upto 100) of Assignable Distributions. To create more than 100 copies, manually enter the value.
‣ The maximum number of Assignable Distributions that you can create is 1000. If you need to create more than 1000 copies, run Assignable Distributions Creator again.

STARTING ID - This field defaults to 0001 or to one greater than the last number created. For example, if you had previously created five Embedded Directives, the Starting ID would be 0006.

You can modify this value if needed.

PROPERTIES FILE - The EMB file that defines the properties for the Embedded Directive you are creating.
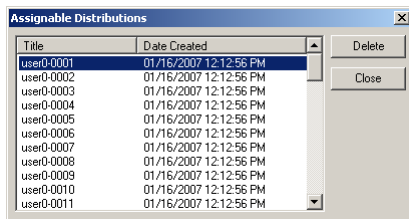
•   To create Routing Sheets, select **Routing Sheet Default**.

- To create barcodes, select **Labels Default**.

   OUTPUT FILE - The name of the output file. The file name defaults to the <user's e-mail address>.txt. You can modify this field.
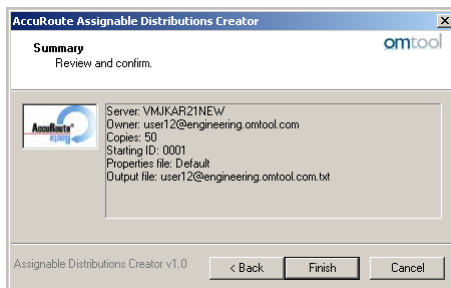   ‣ The only supported file type for this field is .txt.

   VIEW ASSIGNABLE DISTRIBUTIONS - Clicking **VIEW ASSIGNABLE DISTRIBUTIONS** opens a window listing all available unassigned distributions for this user. Assigned distributions do not appear on this list.

   To delete an unassigned distribution, select the distribution and click **DELETE**. Click **CLOSE** to return to the **Assignable Distribution Details** window.

6   Click **NEXT**.

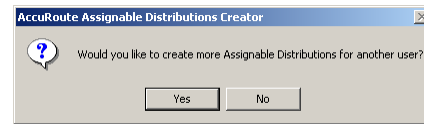   The **Summary** page opens.

   ‣ The output file is saved to the ...\Omtool\AccuRouteDesktop\Output folder on the administrative user's workstation.

7   Click **FINISH**.

   AccuRoute Assignable Distributions Creator creates the defined Assignable Distributions and displays the following message box:

8   To create an assignable distribution for another user, click **YES**. Repeat step 3 through step 7.

9   To close AccuRoute Assignable Distributions Creator, click **NO**.
   ‣ If you create Assignable Distributions using an output file name that already exists, the date and time are appended to the end of the newest file name.