
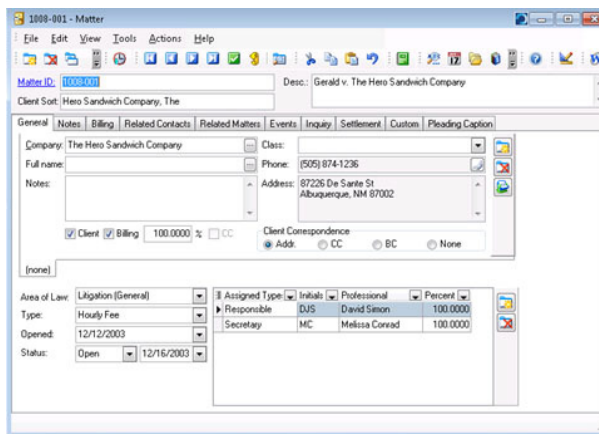



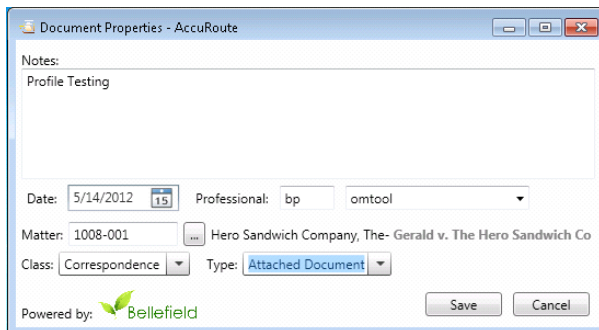
The following procedure demonstrates the use of the AccuRoute Extensions for ProLaw options to:

- ▶ **Create Routing Sheet** - Create a Routing Sheet from within your ProLaw document library. You can use the Routing Sheet to scan hardcopy documents from any scan enabled device. The documents are submitted to the AccuRoute server for processing and routing to the ProLaw repository according to the Routing Sheet instructions.
- ▶ **Create Scan Reservation** - Create a ProLaw placeholder. When a Personal Distribution is selected from the device, the document scans to that placeholder.

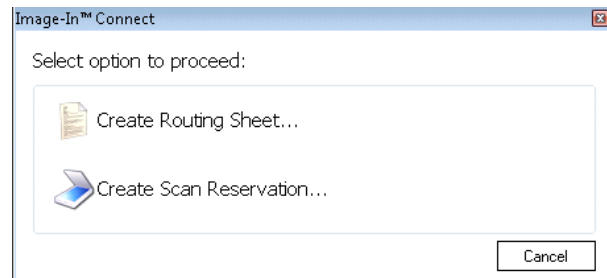
- 1 Launch the ProLaw client.
- 2 Select **Matters** in the left panel.
- 3 Select the **search for:** window and click **Enter**. The sample database of matters should appear.
- 4 Select a matter and double-click to open the details.
You should see the Ratchet-X **Magic**  button in the upper right above the menu bar on this screen:



- 5 Click the Ratchet-X **Magic**  button. The Bellefield profile dialog will appear. (This dialog may appear behind all of the screens.)



- 6 Enter **Notes**.
- 7 Select the **Class**.
- 8 Select the **Type**.
- 9 Click **Save**. The **Image-In Connect** dialog appears. This example displays the options to create a routing sheet or scan reservation.



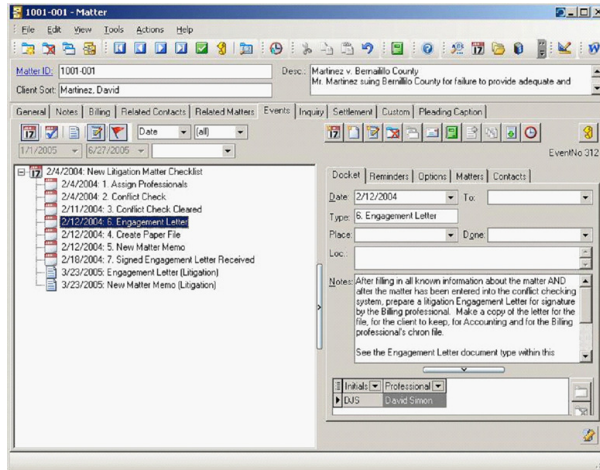
- 10 Continue with:
 - Step 5a for **Routing Sheet**.
 - Step 5b for **Scan Reservation**.
- a Select the **Create Routing Sheet** option. Create a Routing Sheet and save it to the desktop.
 - b Select the **Create Scan Reservation** option.

You can then launch AccuRoute Desktop, select the Routing Sheet, add an attachment, and send these to the server.


AccuRoute creates instructions with destination information. You can use the Personal Distributions option on the device display panel to scan your hardcopy documents. Or, use the AccuRoute client to scan electronic documents and send them to the ProLaw for storage.

ProLaw client

The user starts work in the ProLaw application Matter dialog. The MatterID, Type, Class, Notes, and Professional can be scraped from the screen.



Ratchet-X Magic button and Bellefield profile dialog

The Ratchet-X Magic  button is on the top right of the window. After clicking this button, the configured fields are scraped and the Bellefield dialog is displayed. This dialog automatically contains the configured fields that were scraped from the ProLaw application.

