

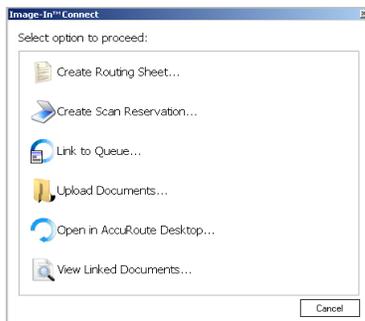
Using the Create Scan Reservation Feature

Embedded Directives contain document distribution instructions. When the user selects the “Create Scan Reservation” option in Image-In Connect, an Embedded Directive is generated and saved using the current contents of the fields that are mapped metadata collection. The Embedded Directive can be accessed from the AccuRoute® Desktop Client, the AccuRoute Web Client and also from multifunction peripherals (MFPs).

To use the Create Scan Reservation feature:

- 1 In the external application click the Image-In Connect icon in the title bar.
- 2 Choose the **CREATE SCAN RESERVATION** option. If you are not configured to use prompts, the Embedded Directive is generated, and saved on the AccuRoute Server.
- 3 In the **NAME** text box, enter a descriptive name.
- 4 Click **FINISH**.

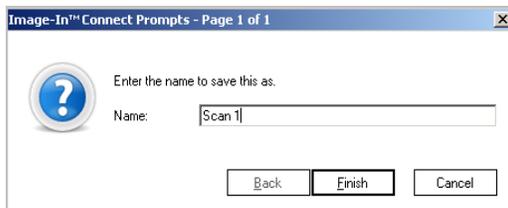
The **Image-In Connect** application opens.



▶ Depending on your Image-In Connect configuration, you will see all or just a few of the options listed here.

- 2 Choose the **CREATE SCAN RESERVATION** option. If you are not configured to use prompts, the Embedded Directive is generated, and saved on the AccuRoute Server.

Alternately, if the Administrator has configured the use of prompts, the **Image-In Connect Prompts** page opens, asking you to enter the name.



The Embedded Directive is created and saved on the AccuRoute Server. It can be accessed from AccuRoute Desktop Client (see image below) and the AccuRoute Web Client application. It can be accessed also, from a MFP.

