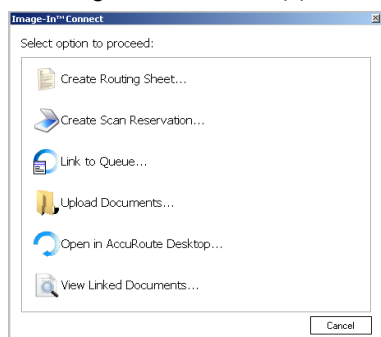# Using the Upload Documents Feature

When the user selects the "Upload Documents" option in Image-In Connect a standard Microsoft® Windows File Open/Browse Dialog opens. The user can select one or multiple documents. The selected documents are submitted to the AccuRoute® Server along with the metadata from the external application. The AccuRoute Server processes the documents and based on the metadata values, routes the documents to their final destination.

Since the documents that are uploaded already exist electronically, users can bypass the scanning step when routing documents.
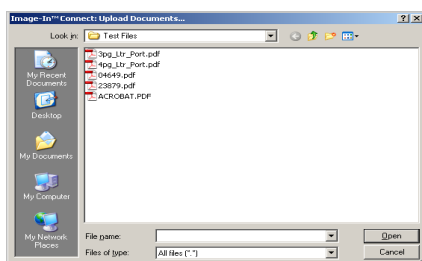
To use the Open in AccuRoute Desktop feature:

1   In the external application, click the Image-In Connect icon in the title bar.

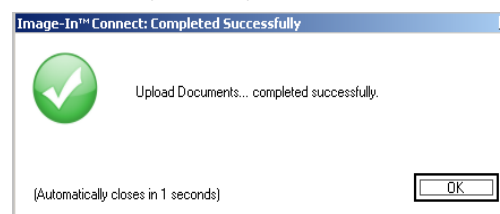The **Image-In Connect** application opens.

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

2   Choose the **UPLOAD DOCUMENTS** option. The **Image-In Connect: Upload Documents** page opens.

3   Browse and select the documents for routing.

4   Click **OPEN** to attach the documents.

The documents, along with the metadata from the external application are sent to the AccuRoute Server for processing. After document routing is complete, you will see the following message:

5   Click **OK** to close the message.

If the dialog is not closed manually, it automatically closes after 5 seconds.