# Sending an End of load file to LexisNexis® Concordance® using AccuRoute Desktop

To test the installation and configuration of the Litigation Support connector, send a message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop user guide](#).

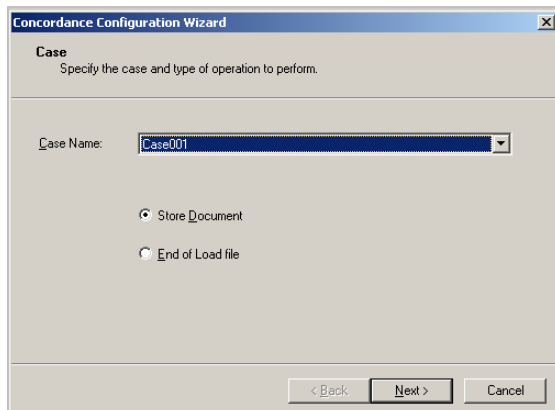**To send an End of load file using AccuRoute Desktop:**

1 Start AccuRoute Desktop. Log in if prompted.
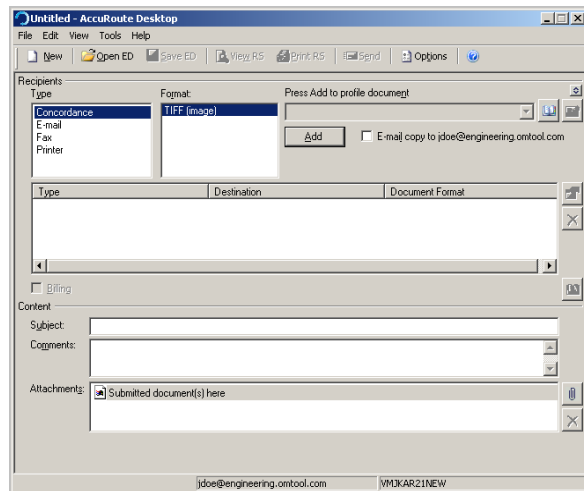
2 Select the destination type **CONCORDANCE** in the **RECIPIENTS TYPE** list.

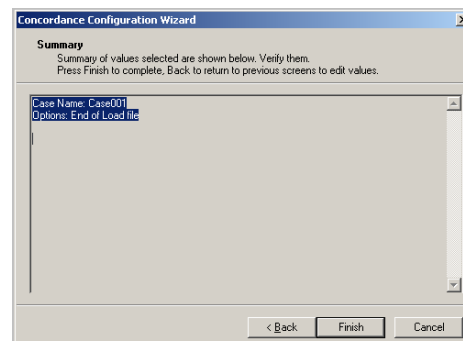**3** Verify that the only available file format is TIFF (image).

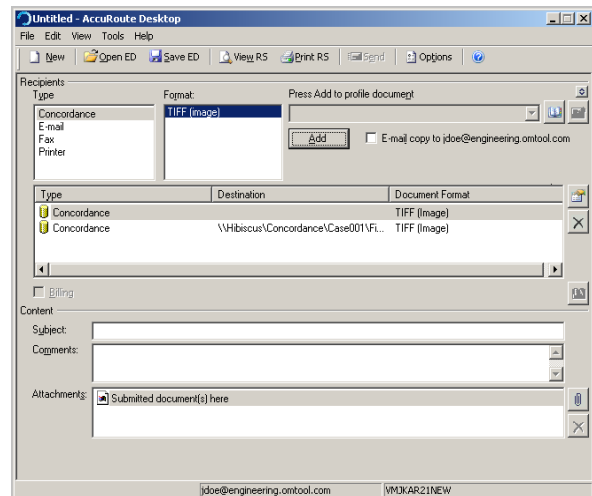**4** Click **ADD**. The **Concordance Configuration Wizard** opens.

5 From the **CASE NAME** drop down, select a case.

**6** Select the **END OF LOAD FILE** option.

7 Click **NEXT**. A summary page opens.

8 Click **FINISH** to close the wizard. The Concordance destination appears in the message.

9 Add content to your message.

a Locate the **CONTENT** section at the bottom and type a subject and comments.

b Add any attachments you want to send with your message. Click the paperclip icon and select one of the following options:

- **FILE** - Select this option to attach a file saved from your computer or network share. Go to the file, select it, and click **OPEN**. The file appears in the attachments list.

- **WEB DOCUMENT** - Select this option to attach a web page from the Internet. Type the address of the web document, choose a file name for the attachment, select a file format for this attachment (such as PDF or HTML), and click **OK**.
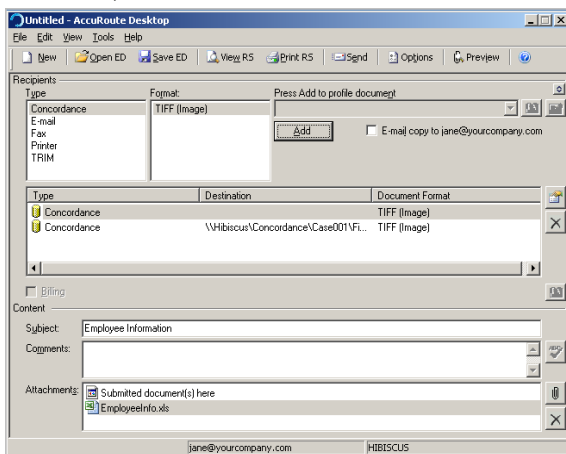
10 Do one of the following:

- **Save the message as an Embedded Directive** - Click **SAVE ED** on the toolbar, type a title for the Embedded Directive, and click **SAVE**.

- **Print a Routing Sheet that can be scanned with hard copy documents** - Save the message as an Embedded Directive. Then click **PRINT RS** on the toolbar. AccuRoute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on your desktop. Print the Routing Sheet and include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your

network administrator. (Your message can include both electronic and hard copy documents.)

▸ When you select End of Load file, you cannot click **SEND** to send the message.

11 Send end of load file Routing Sheets through the standard network scanning process.

After the messages are processed by the server, the output TIFF and OCR text files are generated in the **Final** folder. The load file (with MDB format) is generates in the **Working** folder.