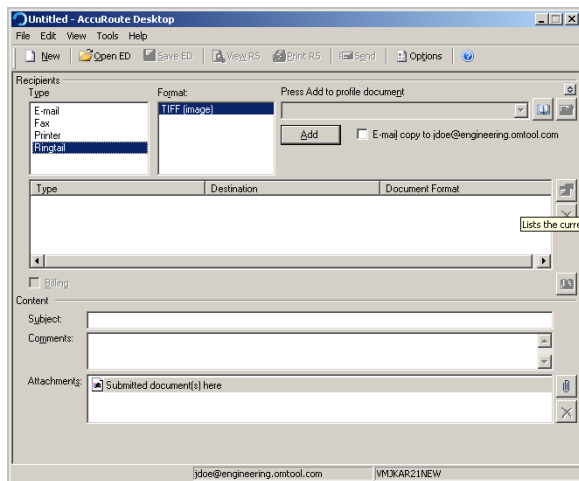


Sending an End of Load file message to FTI® Ringtail® from Accuroute Desktop

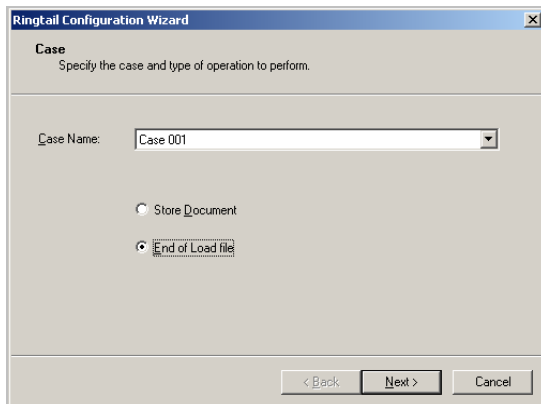
Use the following procedure to send an End of Load file message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop user guide](#).

To send an End of Load file message to Ringtail using AccuRoute Desktop:

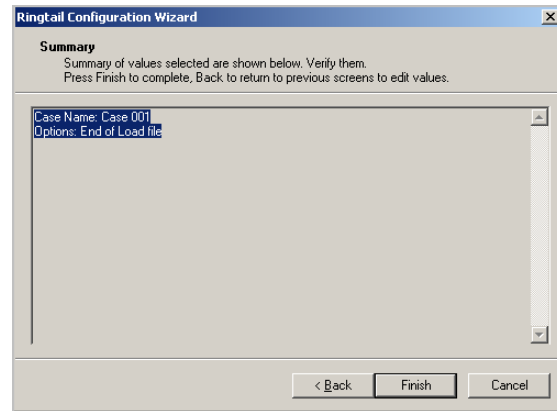
- 1 Start AccuRoute Desktop. Click **START**, go to the Omttool programs group, and select **ACCURROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.



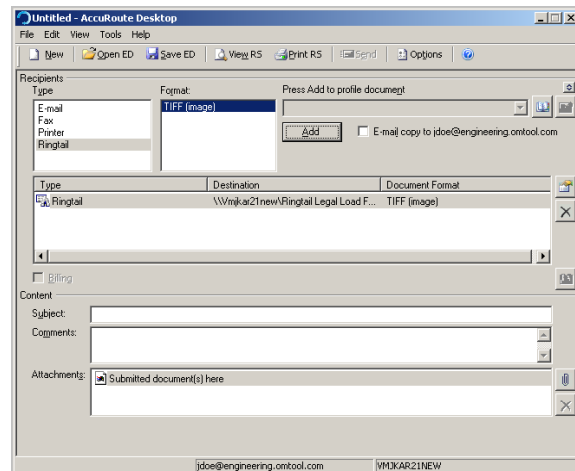
- 2 Select the **Recipient** type as **RINGTAIL** in the **RECIPIENTS TYPE** list. The only available file format is TIFF (image).
- 3 Verify that TIFF (image) is selected as the file format.
- 4 Click **ADD**. The Ringtail configuration wizard opens.



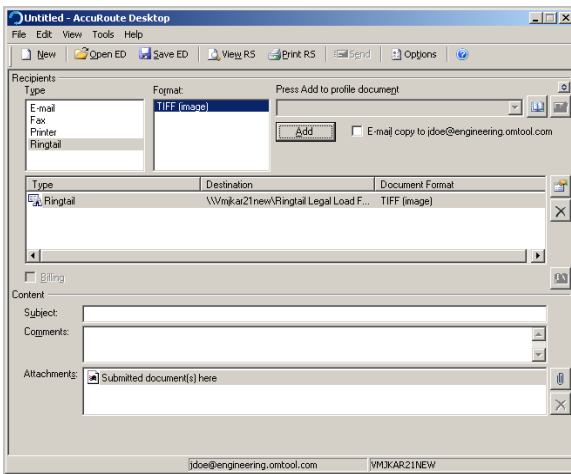
- 5 Click **NEXT**. A summary page opens.



- 6 Click **FINISH** to close the wizard. The Ringtail destination appears in the message.



- 7 Add content to your message.
- Locate the **CONTENT** section at the bottom and type a subject and comments.
 - Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:
 - 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. Enter 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**.



- 8 Send or save the message. You can do one of the following:
- Save the message as an Embedded Directive** - To save as an Embedded Directive, click **SAVE ED** on the toolbar. In the Save As page, enter a descriptive title in the Title text box. Click **SAVE**.
 - Print a Routing Sheet that can be scanned with hard copy documents** - To generate a Routing Sheet, 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.
- C Send the end of load file Routing Sheets through the standard network scanning process.

When you send a message and it is delivered to the Accuroute sever for processing. 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.