

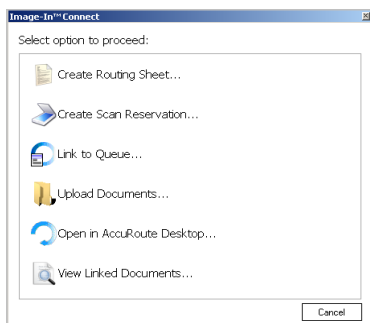
Using the Create Routing Sheet Feature

An AccuRoute® Routing Sheet is a special page with Embedded Directive data containing the distribution instructions for your document. When the user selects the “Create a Routing Sheet” option in Image-In™ Connect, a Routing Sheet is automatically generated using the current contents of the fields that are mapped for metadata collection. The generated Routing Sheet can be used to route documents to the final destination using the metadata as indices.

To use the Create Routing Sheet feature:

- 1 In the external application, click the Image-In Connect icon in the title bar.
- 3 In the **NAME** text box, enter a descriptive name for the Routing Sheet.

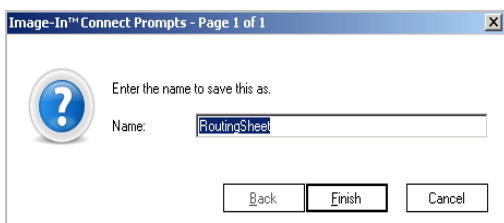
The **Image-In Connect** application opens.



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

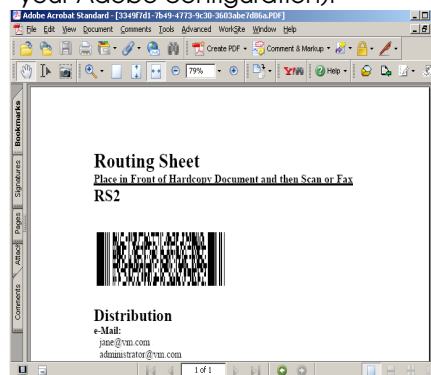
- 2 Choose the **CREATE ROUTING SHEET** option. If you are not configured to use prompts, the Routing Sheet is generated. Go to step 5.

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



- 4 Click **FINISH**.

The Routing Sheet is generated and opens in Adobe® Reader® or Acrobat® (depending on your Adobe configuration).



- 5 **Print** or **Save** the Routing Sheet.
- 6 When needed, take a copy of the Routing Sheet to your multifunction peripheral (MFP), place it in front of your document, scan and route the document to the final destination via the AccuRoute Server.