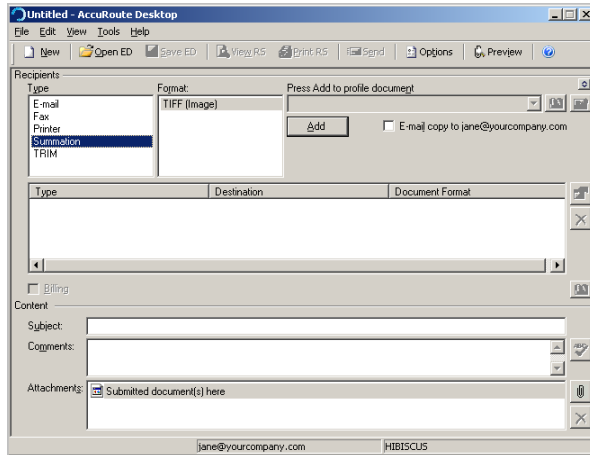


## Sending an End of Load file to CT Summation using AccuRoute Desktop

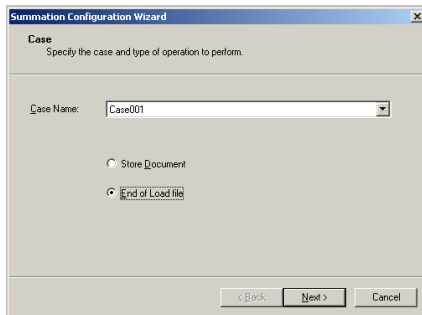
Use the following procedure to send a message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop user guide](#).

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

- 1 Start AccuRoute Desktop. Log in if prompted. The AccuRoute Desktop application opens.

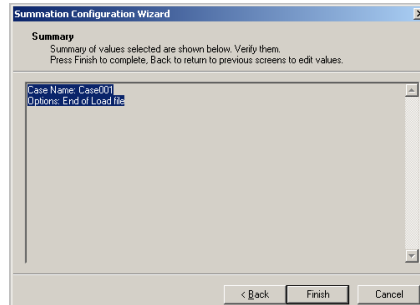


- 2 Select the **Recipient** type as **SUMMATION** in the **RECIPIENTS TYPE** list.
- 3 Verify that **TIFF (image)** is selected as the file format. Click **ADD**. The Summation configuration wizard opens.



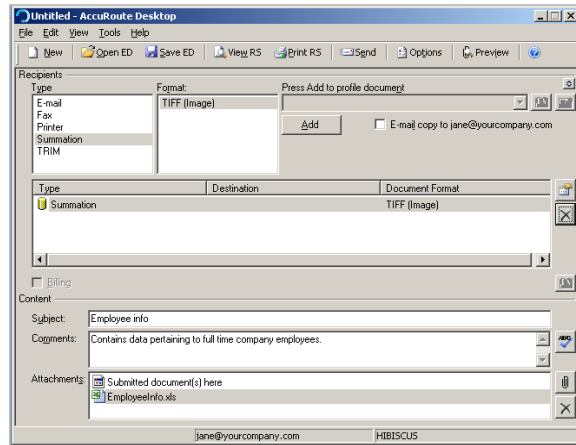
- 4 From the **Case Name** drop down, select a case name and then select **END OF LOAD FILE** option.

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



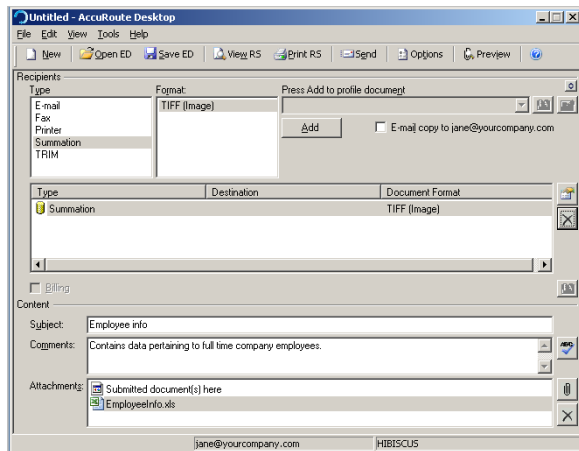
- 6 Click **FINISH** to close the wizard.

The Summation destination appears in the message.



- 7 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 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**.



- 9 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 DII format) is generates in the **Working** folder.

- 8 Optionally, 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.)