# Sending a message to WorkSite using AccuRoute Desktop and the Standard Profile Dialog

For detailed information on sending messages using AccuRoute Desktop, consult the user guide located at:
http://www.omtool.com/documentation/Accuroute/6.1/AccurouteDesktop/AccuRouteDesktopUserGuide.pdf

**To send a message to WorkSite™ using AccuRoute Desktop:**

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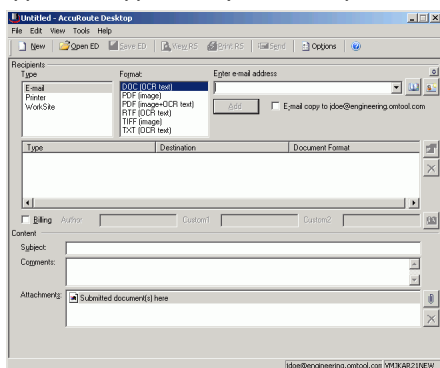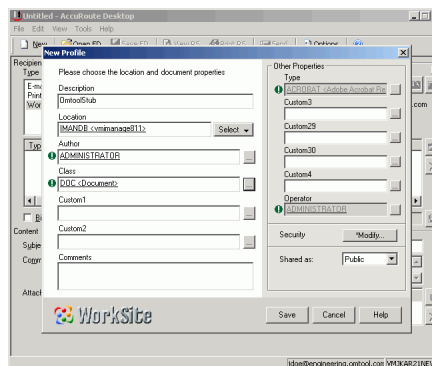

2   Select the destination type **WorkSite** in the **Recipients Type** list and select a file format for your message in the **Format** list.

For more information on the available file formats, consult the AccuRoute Desktop User Guide.
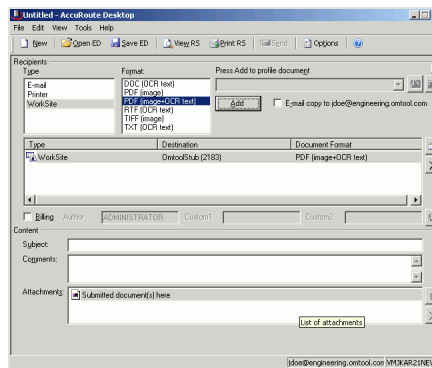
3   Click **Add**. The **New Profile** screen appears.
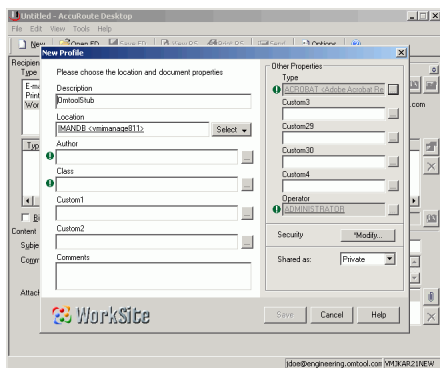
4   Enter any required fields.

5   Complete any optional information if desired and click **Save**. An OmtoolStub destination appears in the message.


For information on using billing, consult the AccuRoute Desktop User Guide or consult your system administrator.

6 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. 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**.
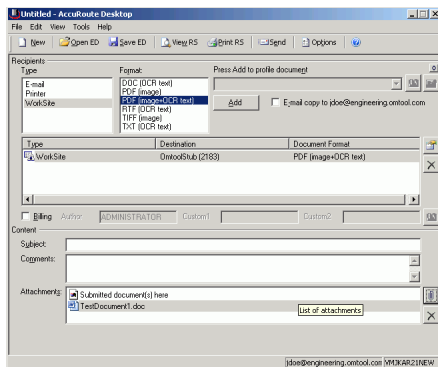
7 Do any of the following:

Send the message immediately - Click **Send** on the toolbar. A message box indicates that your message has been sent to the server. (Your message must have at least one attachment.)

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.)