LegalKEY for AccuRoute Installation and Integration Guide

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omtool™

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Omtool support and sales

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Appendix: Using LegalKEY Native Routing Sheet

Section 1: Introduction

This guide contains instructions on installing and configuring LegalKEY for Accuroute v4.0 and routing documents from AccuRoute Desktop v4.0 to the LegalKey recipient. It is written for systems administrators with detailed knowledge of the Omtool server and LegalKEY.

This section includes:

Introduction

LegalKEY for AccuRoute v4.0 includes the ability to route documents to the LegalKEY repository from both the AccuRoute Desktop client and the LegalKEY Attorney Desktop client. This powerful integration allows users to send both soft copy and hard copy documents to LegalKEY quickly and easily. Best of all, there is no learning curve for the users—the integration uses LegalKEY's native windows and are totally familiar to them.

For more information on profiling documents to LegalKEY, go to Go to Section 6: Testing..

Installation components

The installation components include:

- creating the LegalKEY connector on the AccuRoute v4.0 server
- installing AccuRoute Desktop on all client systems

Deployment summary

To deploy LegalKEY for Accuroute v4.0:

1 Complete the installation requirements. (Go to Section 3: Installation.)

2 Complete required server configuration. (Go to Section 4: Required server configuration.)

3 Complete the client configuration. (Go to Section 5: Client configuration.)

4   Test profiling a document into LegalKEY. (Go to [Section 6: Testing](#).)

5   Troubleshoot the installation. (Go to [Section 7: Troubleshooting](#).)

Release notes

Enhancements

This release includes the following enhancements:

- LegalKEY for AccuRoute v4.0 has been qualified with AccuRoute Desktop v4.0.

- The AccuRoute server can read and process Document Image Separator pages (which are LegalKEY Native Routing Sheet pages) generated by the LegalKEY Attorney Desktop client. They provide an alternate way for the AccuRoute server to route documents to the LegalKEY repository without using the AccuRoute Routing Sheets.

Resolved issues

The following issues were resolved during laboratory testing:

- Changing the label of a document type is now available. (See Knowledge Base Article K02284.) (Go to [Omtool support and sales](#) on the inside front cover.) Ref. A4022

- Creating a Routing Sheet in AccuRoute to scan to the LegalKEY destinations resulted in the original document being overwritten with the new document, instead of being added as an additional document to the barcode ID. (See Knowledge Base Article K03274.) (Go to [Omtool support and sales](#) on the inside front cover.) Ref. A5797

- In some environments, when you selected LegalKEY and pressed Add to launch the profile window, the browser window opened in the background. (See Knowledge Base Article K03431.) (Go to [Omtool support and sales](#) on the inside front cover.) Ref. A5147

- In LegalKEY, the client now askes for the 'File Pickup Folder' and the server connector asks for the 'file drop folder'. Ref. A5148

Limitations

This release has no known limitations.

Related AccuRoute 4.0 documentation

For more information about AccuRoute Desktop and other AccuRoute products, refer to the [AccuRoute v4.0 documentation home page](#) to access:

- Readmes and release notes

- DMS Libraries quick start guides

- User guides and online help

- Administrator guides

- Installation and upgrade guides

Section 2: Requirements

This section includes:

Server requirements

The system where you configure LegalKEY for AccuRoute v4.0 must have:

❐ AccuRoute v4.0

❐ Barcode Extractor component of the AccuRoute server must be enabled and functional. A license is needed to enable the component. For more information, contact Omtool sales.

> **Note** This is needed only if you will use LegalKEY Native Routing Sheet pages to route documents to the AccuRoute server.

❐ DMS connector license. To purchase the DMS connector license, contact Omtool sales.

> **Note** The DMS connector license must be added to the server prior to adding the connector. The AccuRoute server makes one connector available by default. Check the licensing properties on your server for connector availability.
>
> For more information about license activation, continue to Activating the server license (2-1).

Activating the server license

You can activate your license automatically or through a manual method, depending on whether the server has access to the internet.

Automatic license activation

Have available a copy of the **Activation Code** received with the software package.

1 Launch the Server Administrator and expand the tree view.

2 Select the server name. Right-click and select **Licensing...**

3 Click the **Activate License...** button.

4 Select the **Automatically activate via the Internet** option.

5   Paste the **Activation Code** in the **Activation Code** window.

6   Click **OK**. The server is updated with the new license.

7   Click **Close** to complete the procedure.

Manual license activation

Have available a copy of the **Activation Code** received with the software package.

1   Launch the Server Administrator and expand the tree view.

2   Select the server name. Right-click and select **Licensing...**

3   Click the **Activate License...** button.

4   Select the **Export activation file for manual activation** option.

5   Browse to a location to save the file.

6   From a system with internet access, launch the web browser and go to: https://license.omtool.com/AccuRoute. The **Manual License Portal** page opens.

7   Paste the **Activation Code** in the **Activation Code** window.

8   Browse to the ManualActivation.exp file created in Step 5. Click **Upload**, then click **NEXT**.

9   Click **Download** and save the ManualActivation.imp file to a location available on the server.

10 From the Server Administrator, select the server name. Then, right-click and select Licensing...

11 Select the **Activate License...** button.

12 Select the **Import activation file from manual activation** option.

13 Browse to the saved ManualActivation.imp file.

14 Click **OK**. The license has been updated.

15 Click **Close** to complete the procedure.

Client requirements

The client system must have:

❒   AccuRoute Desktop v4.0 (if you will use AccuRoute Routing Sheet pages).

❒   LegalKEY Attorney Desktop client (if you will use LegalKEY Native Routing Sheet pages) - The client must be installed, configured and functional to all client workstations.

Note   FaxCenter does not support LegalKEY.

Supported LegalKEY versions

❐   LegalKEY v4.12.

For later versions, contact [Omtool Technical Support](#).

Additional requirements

❐   Identifying LegalKEY pickup and drop folders - For more information, see [Identifying LegalKEY pickup and drop folders](#) (2-3)

Identifying LegalKEY pickup and drop folders

Before configuring the LegalKEY update for AccuRoute v4.0, identify the folders that are required to complete the configuration

LegalKey Imaging Agent drop folder (required for DMS connector configuration)

Identify the LegalKey Imaging Agent drop folder that was created during the LegalKEY installation. If you don't know the location of the LegalKey Imaging Agent drop folder, contact your LegalKEY administrator.

When an AccuRoute user sends a document that should be routed to LegalKEY, the AccuRoute server prepares the document and delivers it to the LegalKey Imaging Agent drop folder. The LegalKEY Imaging Agent detects the document and retrieves it from the LegalKey Imaging Agent drop folder, so that the LegalKEY records management system can save the document.

AccuRoute pickup folder (required for AccuRoute Desktop configuration)

Choose or create a folder that serves as the AccuRoute Desktop pickup folder.

When an AccuRoute Desktop user profiles a document in LegalKEY, LegalKEY writes an XML file with all the required document routing data and deposits the XML file in this folder. AccuRoute Desktop immediately detects the XML file in this folder, retrieves it, and uses the data to generate a Routing Sheet.

The following requirements apply to the AccuRoute Desktop pickup folder:
- The folder location must be represented by a UNC path (\\computer\folder) or a drive mapping (X:\folder\folder).

- All workstations running AccuRoute Desktop must be configured to use the same UNC path or drive mapping. Consider these examples:

  For example, if you want to use the UNC path `\\Omtool\AccuRouteDesktopPickUp`, then all workstations must be configured to use `\\Omtool\AccuRouteDesktopPickUp`.

  For example, if you want to use the drive mapping `E:\Omtool\AccuRouteDesktopPickUp`, then all workstations must be configured to use the drive mapping `E:\Omtool\AccuRouteDesktopPickUp`.

Note that the UNC path implies that all workstations running AccuRoute Desktop use the same AccuRoute Desktop pickup folder. On the other hand, the drive mapping indicates two possibilities—that all workstations are connected to the same network share via an identical drive mapping, or that the AccuRoute Desktop pickup folder exists on a drive that is local to the workstation. Either scenario satisfies this requirement.

- The folder must exist in the LAN prior to the configuration of the application.

- The folder must allow the Windows user running AccuRoute Desktop to write files. (If the folder services more than one Windows user, then all applicable Windows users require write permissions.)

Note   The *lkeydb* database on the LegalKEY server must be configured with the same UNC path or drive mapping. To troubleshoot the configuration, verify the value of the `omtool_pickup_filepath` property in the *master_adt_settings* table.

Section 3: Installation

This section includes:

> **Note** If you have an existing LegalKEY DMS connector, you must install the LegalKEY update for AccuRoute v2.3 and then re-configure the connector again. This is necessary because when you apply the LegalKEY update for AccuRoute v2.3, it will update the server.

Adding the LegalKEY connector

> **Note** The Export Profile Information and Create Default Profile Information buttons are not applicable for the LegalKEY DMS connector at this time.

**To add the LegalKEY connector to an AccuRoute server:**

1 Right-click **Connectors** in the console tree and select **New AccuRoute Server connector for > LegalKEY**. The Display Name window appears.
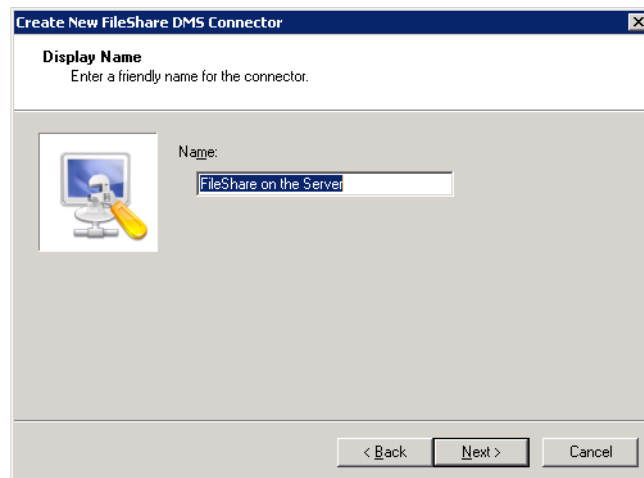
2 **LegalKEY on the Server** appears as the default name. Type a friendly name for this connector in the **Name** text box and click **Next**. The **Server Address** window appears.
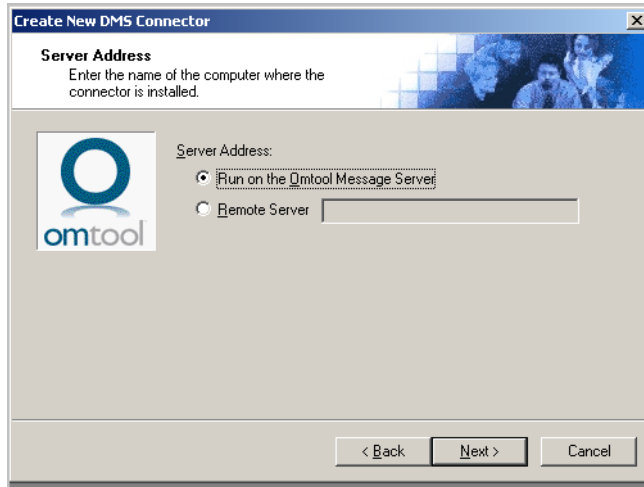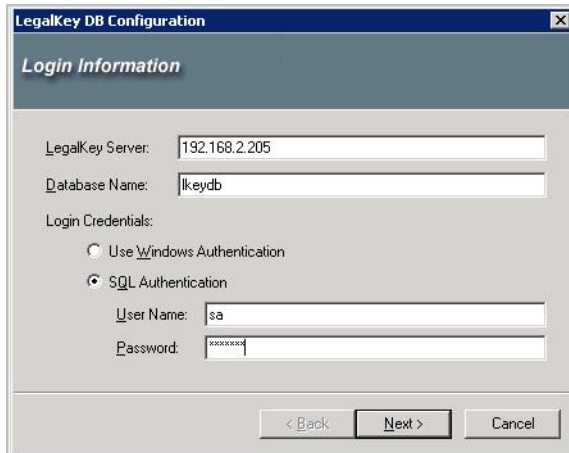
3 Select the server address to which you want this connector installed. Choose **Run on the Message Server** or **Remote Server**. If you selected **Remote Server**, enter the name of the server. Click **Next** and the Congratulations window appears.

4 Click **Finish**. The **LegalKeyDB Configuration** wizard launches and prompts you to configure the connector to support LegalKEY.
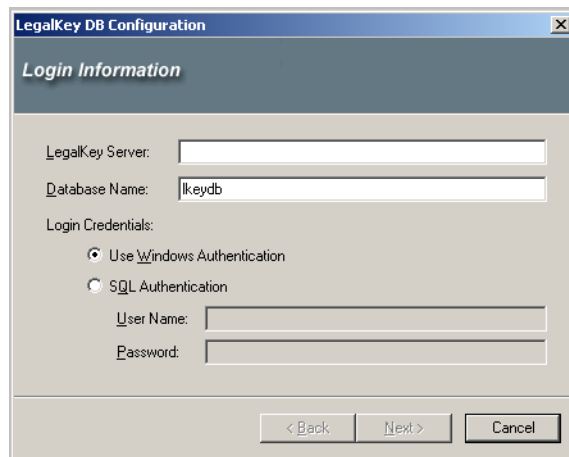
5 In the **LegalKey Server** text box, enter the IP address of the LegalKEY server.

6 In the **Database Name** text box, enter the desired name (the default is lkeydb).

7   Enter the login credentials by selecting **SQL Authentication** and then entering the required information in the **User Name** and **Password** text boxes.

8   Click **Next**. The **Login Information** page opens.

Note   When you click Next,
** a connection with legalkey database is established
** the Drop folder from master_imageserv_settings table is retrieved
** whether the Drop folder exists and is accessible is validated.
Moreover, the fact whether the AR Server ID is mentioned in master_adt_appintegra table is also checked.

In the **Login Information** page, the Drop folder name retrieved from the database is displayed in the read- only mode.

9   Click **Finish** to complete the configuration.

Installing AccuRoute Desktop on all client locations

To install AccuRoute Desktop on all client systems:

1 In the system running the AccuRoute v4.0 server, navigate to **C:Program Files\omtool\Omtool Server\Clients\AccurouteDesktop** directory.

2 Copy the setup files from the AccuRoute Desktop folder and paste them in a previously created folder in all systems that will run the AccuRoute Desktop client.

3 Now install AccuRoute Desktop using the setup files. For help, consult the [AccuRoute Desktop install guide](#).

4 Continue to [Configuring AccuRoute Desktop](#) (5-1) for instructions on how to configure Accuroute Desktop for LegalKEY recipient.

Section 4: Required server configuration

This section includes:

Enabling LegalKEY as a recipient type in AccuRoute Desktop

If you have added support for LegalKEY and you want to make it available to users as a recipient type in AccuRoute Desktop, you must modify the AccuRoute properties of registered users.

If any individual users are registered on the AccuRoute server, complete this procedure once to modify user defaults and once for each individual user.

To enable LegalKEY as a recipient type in AccuRoute Desktop

1   Click **Group** in the console tree and double-click the Group in the Details pane.

2   Click the **Clients** tab.

3   Select **Enable members of this group as users**.

4   Locate the **Allow group to route to list** and select **LegalKEY**.

5   Click **OK** to save your changes.
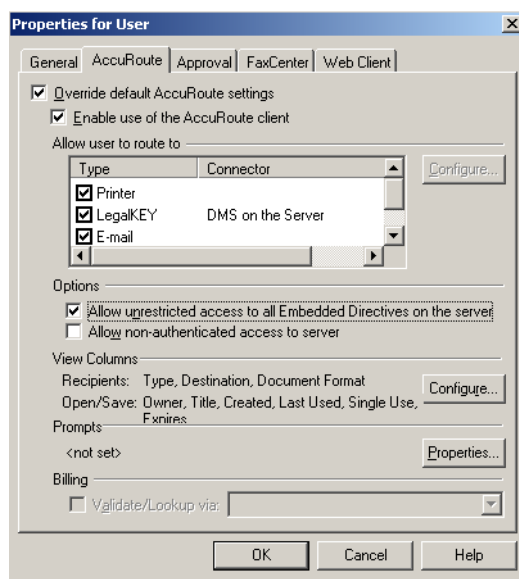
> **Note**   Make sure that the users for this connector are associated with the group.

LegalKEY is now available as a recipient in AccuRoute Desktop.

Changing the label of a document

Changing the label of a document type allows you to specify the name that appears to your users. For example, you might want TIFF (Image) to read Fax Format. You can change these labels in the Omtool Administrator under Registered Users.

> *Tip*   If any individual users are registered on the AccuRoute server, complete this procedure once to modify user defaults and once for each individual user.

To change the label of a document type

1   Click **Registered Users** in the console tree and double-click an individual user in the details pane, or right-click **Registered Users** in the console tree and select **User Defaults**.

2   Click the **AccuRoute** tab.

3   Highlight LegalKEY item in the **Allow user to route to** list.
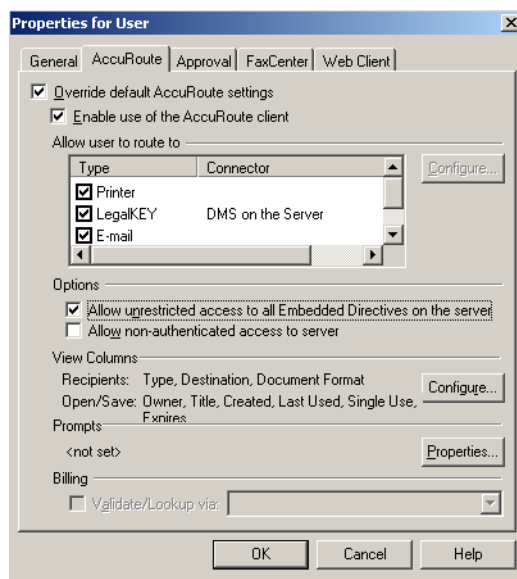
4   Click **Configure** and to open the **Routing Destination Properties** page.

5   Click the **Final Forms** tab.

6   Highlight the document type that needs to be modified and click **Properties**. The **Final Form Properties** page opens.

7   In the **Description** text box, enter the new label for this document type.

8   Click **OK** three times to close all the open dialogs.

Final Form Properties

OCR.PDF

☑ Enabled
☐ Default

Description: PDF (image+OCR text)   [Reset]

[OK]   [Cancel]
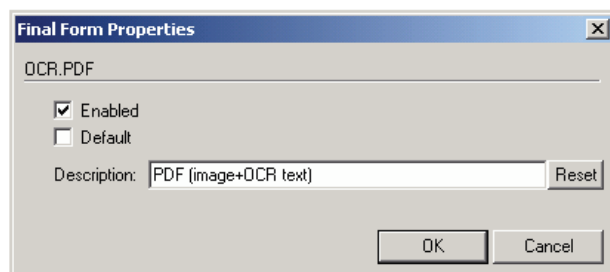
9 Repeat the above steps for any other document type for which you want to change the label.

Section 5: Client configuration

Configuring AccuRoute Desktop (5-1)

Configuring AccuRoute Desktop

Before you can configure the AccuRoute Desktop client, reinstall the AccuRoute Desktop on all client systems using the new setup kit available in the **\Client**s directory (the new setup kit becomes available when you apply the LegalKEY update on the AccuRoute server). For more information, see Installing AccuRoute Desktop on all client locations (3-4).

> **Note**   You must configure AccuRoute Desktop on all client systems where you reinstalled the AccuRoute Desktop client.

To add LegalKEY to AccuRoute Desktop:

1   Start AccuRoute Desktop and log in.

2   Click **Tools > Configure DMS**.

3   Select **LegalKEY** from the menu.
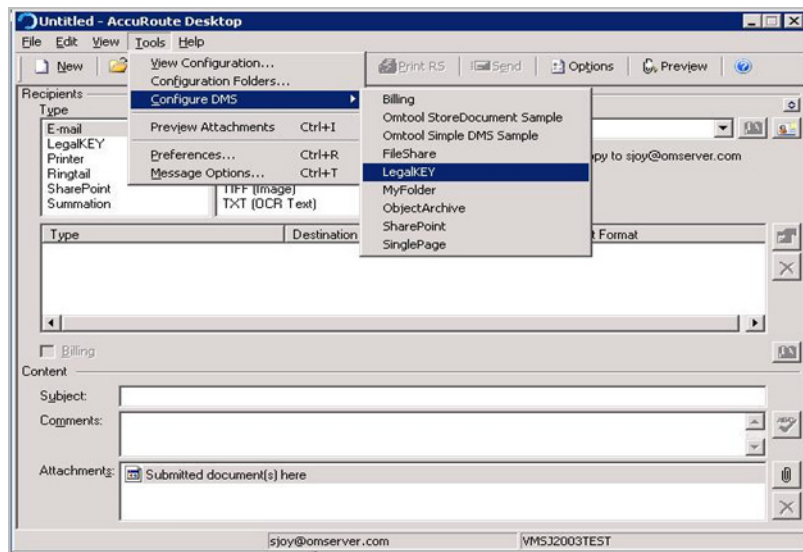
4   The **LegalKEY ADT Connection Configuration** page opens.

5   Specify the location of the AccuRoute Desktop and select a login option.

> ▸ **In the ADT URL address** text box, enter the web address of LegalKEY Attorney Desktop.

> ▸ **In the Login section, select from**

  - **Prompt for ADT user** - Select this option if LegalKEY Attorney Desktop should prompt the user to log in (recommended for multiple-user workstations).

  - **Always use** - Select this option to connect to LegalKEY Attorney Desktop using a specific login ID and type the user name in the text box.

  If you are configuring the DMS connector on the AccuRoute server to support your company's DMS application, Omtool strongly recommends that you provide the login credentials of an administrator to the DMS application or a user with administrative permissions. In rare circumstances when the AccuRoute server cannot obtain the login credentials of the AccuRoute Desktop user, the AccuRoute server presents these login credentials to the DMS application. This reduces the possibility of an authentication failure.

6   Click **Next**.The ADT URL you mention is validated. The LegalKey PickUp Folder Configuration is shown on the next page.

7   By default, the folder location is **C:\Omtool**. You can click the Browse button and select any other location as necessary. If the user selects any other location then it should match the value specified in master_adt_settings and omtool_pickup_filepatch. Alternately, you can enter the UNC path or drive mapping that identifies the location of the AccuRoute Desktop pickup folder.

8   Click **Finish** to close the wizard.

Section 6: Testing

This section includes:

Sending a message to LegalKEY using AccuRoute Desktop

To send a message to LegalKEY using AccuRoute Desktop:

1   Start AccuRoute Desktop. Click **Start**, go to the Omtool programs group, and select **AccuRoute Desktop**. Log in if prompted. The application appears on your desktop.
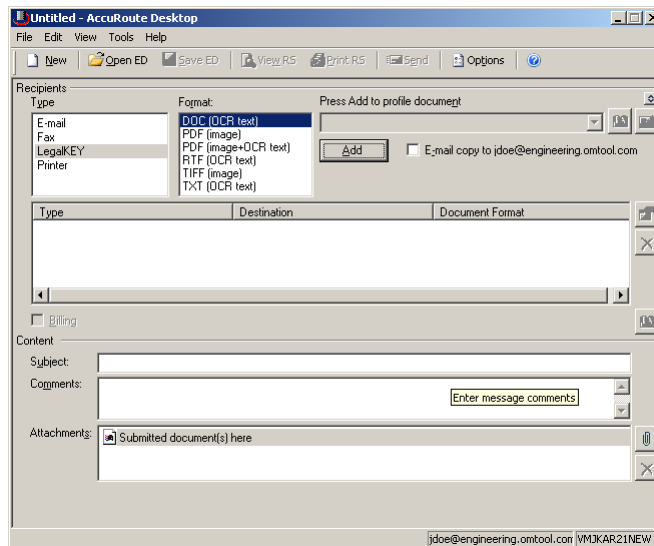
2   Select the destination type **LegalKEY** in the **Recipients Type** list and select a file format for your message in the **Format** list.

3   Click **Add**. The LegalKEY Attorney Portal (v4.15.0120) window appears.
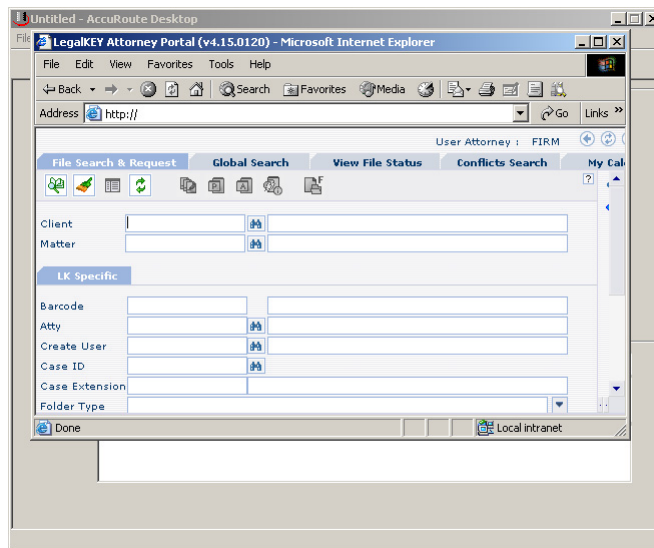
4   Type the appropriate client code in the **Client** text box and click the binoculars button. (LegalKEY validates the client code.) Then type the appropriate matter code in the **Matter** text box and click the binoculars button. (LegalKEY validates the matter code.)
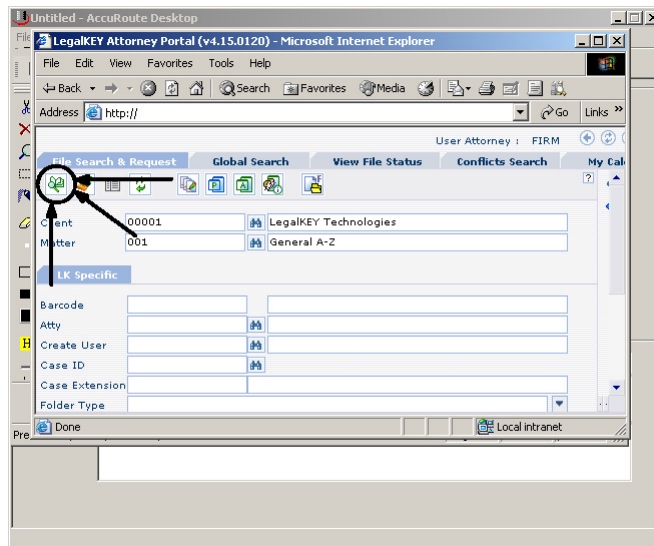
5 Click **Start Search**. LegalKEY launches a query and returns a list of folders and files where you can save the document.
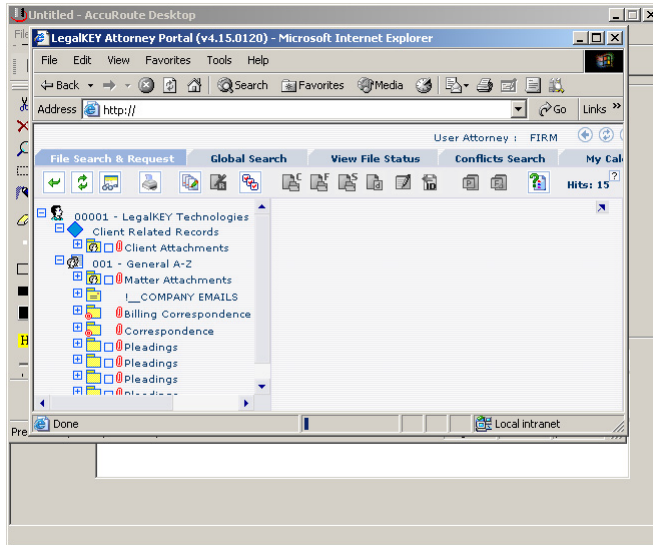
6 Select a location for the document.
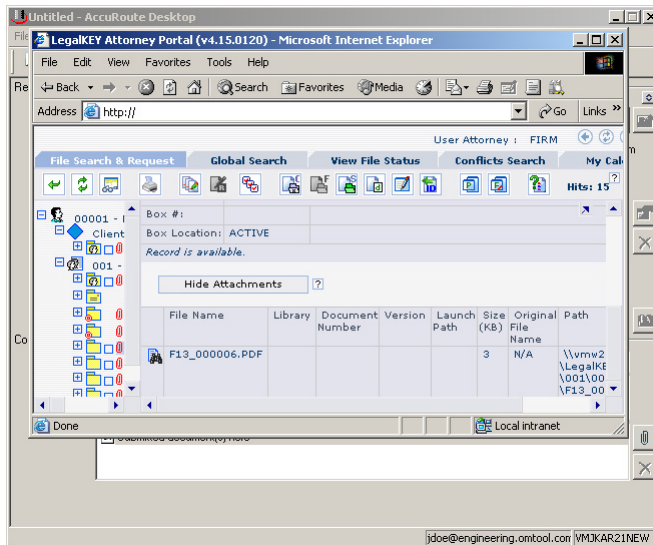
7   Click **Get Item ID**. LegalKEY assigns a document ID to the document and closes. (In the background, LegalKEY writes an XML file that contains all the required document routing data for AccuRoute Desktop and saves this file in the AccuRoute Desktop pickup folder.)

The document is added to the Recipient list.

8   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:
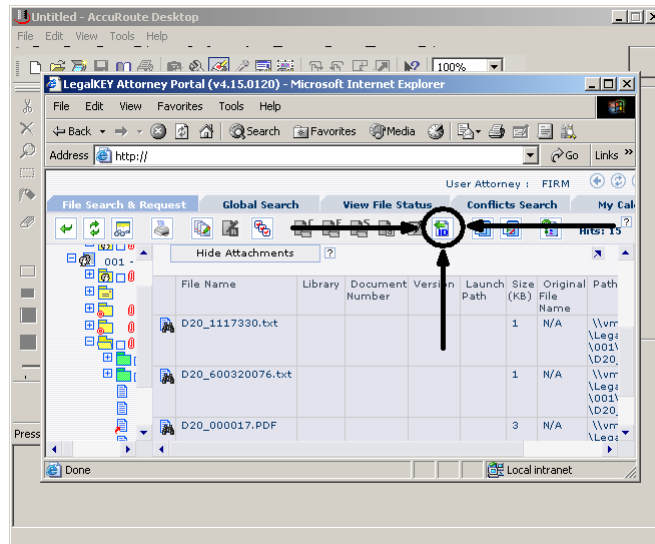
File - Select this option to attach a file saved from your computer or network share. Browse to the file, select it, and click **Open**. The file appears in the attachments list.

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**.

9   Continue selecting options if necessary, and click **View RS** to generate the Routing Sheet. (In the background, AccuRoute Desktop picks up the XML file from the AccuRoute Desktop pickup folder pickup folder, obtains the required document routing data, and generates the Routing Sheet.)

Section 7: Troubleshooting

This section includes:

Complete these procedures in the order they appear. If you cannot resolve the issue, contact Omtool. (Go to Omtool support and sales on the inside front cover.)

Detecting workflow issues

After a document has been profiled to LegalKEY, the document should arrive at its destination momentarily, but can take up to several minutes when the server workload is high. If a document does not arrive at its destination within a reasonable period of time, begin troubleshooting the environment. Omtool recommends troubleshooting the workflow in reverse order because this is the easiest way to troubleshoot the setup on your own.

The easiest way to troubleshoot a workflow issue is to follow the document through the workflow in reverse order. When a document does not arrive at its destination, troubleshooting starts with LegalKEY, and then continues to the Omtool server, the device (if applicable), and then the client.

Continue to Troubleshooting the delivery mechanism.

Troubleshooting the delivery mechanism

When the Omtool server finishes processing a message, an outbound connector routes the message directly to its destination or passes the message to LegalKEY. Do some basic troubleshooting on LegalKEY. For example, is the Imaging Agent running? Is the Imaging Agent looking at the pickup/drop folder? Go to Identifying LegalKEY pickup and drop folders on 2-3.

If LegalKEY is functioning correctly, troubleshoot the message on the Omtool server.

For information on troubleshooting LegalKEY, consult LegalKEY's documentation.

Continue to Troubleshooting the message on the Omtool server.

# Troubleshooting the message on the Omtool server

There are two important questions that can be resolved when troubleshooting a message on the Omtool server:

- Was the message submitted to the Omtool server?
- Assuming the message was submitted to the Omtool server, what caused the delivery failure? The state and status of the message, along with details in the message journal, provide some important clues.

Start troubleshooting by trying to locate the message on the Omtool server.

**To locate the message on the Omtool server:**

1   Start the Administrator.

2   Go to **Omtool Server Administrator > [ServerName] > Messages**.

3   Look for the message in the In Process queue:

   a   Click **In Process**.

   b   View **All Items**.
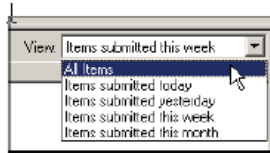
   c   Sort all items by the date submitted.

   d   Look for the message.

   - **Message found** - Double-click the message and then click the **Journal** tab to view the message journal to determine the current state and status of the message. Then monitor the components and confirm that the message is moving through the processing queues on the Omtool server. If the Omtool server stops processing the message (for example, the message seems to be stuck in a processing queue), restart all the Omtool services.

      Note   If you open the Journal while the message is still processing, you need to close the Journal properties before the Journal will update.

      Also, check the Event Viewer for any information that might help troubleshoot the issue.
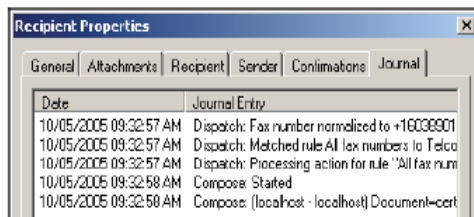

   - **Message not found** - Go to step 4 and look for the message in the History queue.

4 Look for the message in the History queue:

a Click **History**. The message could be in either the Successful barometer or the General Failure barometer.

b View **All Items**.
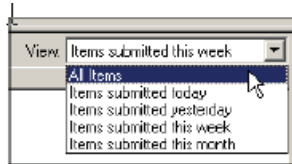
c Sort all items by the date submitted.

d Look for the message.

- **Message found** - Double-click the message and then click the **Journal** tab to view the message journal to determine the cause of the failure.
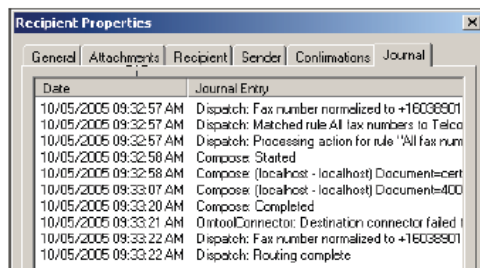
If the message failed, correct the issue and send the message again. Contact Omtool if you are unable to resolve the issue. (Go to Omtool support and sales on the inside front cover.)

If the journal states that Omtool server delivered the message but it still has not arrived at its destination, this indicates that the Omtool server transferred the message to LegalKEY successfully. Do some advanced troubleshooting on LegalKEY to determine why the message is not being delivered to its destination. Contact Omtool if you are unable to resolve the issue. (Go to Omtool support and sales on the inside front cover.)

Also, check the Event Viewer for any information that might help troubleshoot the issue.

- **Message not found** - If the message is not found, the next step is to troubleshoot the multifunction device.

Continue to Troubleshooting the multifunction device.

Troubleshooting the multifunction device

After troubleshooting all other components in the workflow, troubleshoot the device. Consult the device manufacturer's documentation.

Continue to Troubleshooting the client.

Troubleshooting the client

If the device is working properly, try sending a message from the client to a recipient other than LegalKEY. If you are able to send messages to recipients other than LegalKEY and LegalKEY is operating correctly, contact Omtool. (Go to Omtool support and sales on the inside front cover.)

Appendix: Using LegalKEY Native Routing Sheet

This section includes:

Introduction

The AccuRoute server can read and process Document Image Separator pages (which are LegalKEY Native Routing Sheet pages) generated by the LegalKEY Attorney Desktop client. They provide an alternate way for the AccuRoute server to route documents to the LegalKEY repository without using the AccuRoute Routing Sheets.

This is useful in situations where:

- User has no access to the AccuRoute Desktop client to generate AccuRoute Routing Sheets
- User must use the LegalKEY Native Routing Sheet to route documents via the AccuRoute server
- User needs to scan multiple documents and route them to the LegalKEY repository.

The Document Separator pages generated by the LegalKEY Attorney Desktop client have three (3) sections in the barcode: hard coded **STARTCODE** and **ENDCODE** portions and a middle code portion, which contains the barcode id of the document record in the LegalKEY repository from which the barcode scan cover sheet was generated (for example "D5613475"). Now when the user goes to a multifunction device and scans a document with the Document Image Separator page at the top, the document is sent to the AccuRoute server for processing. The AccuRoute server decodes the barcode and routes the document to the LegalKEY repository via the LegalKEY connector. In the repository, the document is saved as D5613475.pdf.

In case the user has multiple documents to scan and route to a LegalKEY repository, he can speed up and streamline the process by generating multiple Document Separator pages and creating a stack of documents with the separator pages defining the beginning and ending of each document. Now when the user goes to a multifunction device and scans a document stack, it is submitted to the AccuRoute server for processing. The AccuRoute server processes the document stack and breaks it into multiple documents using the separator pages to determine the start and end of each document. Then the documents are delivered to the LegalKEY repository via the LegalKEY connector. Each document is saved in the LegalKEY repository as [middle barcode ID].pdf.

For instructions on how to use the AccuRoute Desktop client to send documents to LegalKEY, see Section 6: Testing (6-1). For requirements information, see Section 2: Requirements (2-1).

Required configurations

This section includes:

Creating and configuring virtual control file

To create a virtual control file, follow these steps:

1   Start Notepad and open a blank document.

2   Enter #SENDER_EMAIL [emailaddress], for example, jane@yourcompany.com.

3   Enter #DESTINATION 1234

4   Save the file and name it as **virtual.control** file.

Note   Note: Do not save this file as a .txt file.

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5   Copy the file to the Filescan folder.

Creating routing rule

Create the following outbound rule

If destination is Fax number is 1234, then route to LegalKEY connector.

For instructions on creating rules, click here.

Note   Note: When creating the rule, you must select PDF as the delivery format for documents and set the core property value. For configuration instructions, see Configuring the Route to Connector page when creating rules.

Configuring the Route to Connector page when creating rules

To configure the page:

1   Open the **Route to Connector** page, go to the **Document Delivery Format** option.

2   Select **PDF** from the drop down menu.

3   Click **Advanced** to set the Core property value. The **Advanced Routing Options** page opens.

4   Click **Custom Properties**. The **DMS Rule Properties** page opens.

5   Select **Core Properties**. Click **Add**. The **Core Property** page opens.

6   In the **Name** text box, enter `prDataExtraction`.

7   In the **Value** text box, enter `3`.

8   Click **OK**, **OK**, **OK** and then **Finish** to close the Route to Connector page.
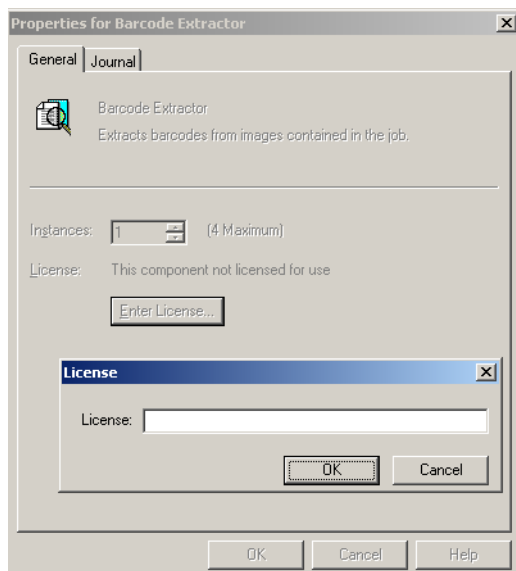
Enabling the Barcode Extractor component

> **Note**   If the Barcode Extractor component in your environment is already enables and functional, skip this step.

A purchased license number is required to enable this component. Contact [Omtool sales](#) for more information. You can have up to four (4) instances of the Barcode Extractor component running simultaneously in your server environment.

To enable the Barcode Extractor component:

1   Click **Start > All Programs > Omtool > Omtool Server Administrator** to open the server Administrator.

2   In the console tree, double click **COMPONENTS**.

3   All the server components are listed in the details pane.

4   Double click **Barcode Extractor** component to open the **Properties** page.

5   Click the **ENTER LICENSE** option. The **License** page opens.

6   In the **LICENSE** text box, enter a valid license number.

7   Click **OK**.

The license number is verified and if it is a valid license number, the Barcode Extractor component is enabled. Now the **Properties** page lists the license number of the component.

Manually adding START CODE and END CODE in the MS SQL database

The following modifications must be made so that the barcodes in the Document Image Separator pages have three sections: hard coded **STARTCODE** and **ENDCODE** portions and a middle code portion, which contains the barcode id of the document record in the LegalKEY repository.

To modify the database:

1 Open MSSQL Enterprise Manager.

2 Expand **Databases** and choose **lkeydb**.

3 Select **groups32** table and right click. Select **Open Table > Return All Rows**.

4 Modify **groups32.vnd_barcode_start** to have the value: START CODE.

5 Modify **groups32.vnd_barcode_end** to have the value: END CODE.

Creating QUEUE and POST folders

On the server root directory create a shared folder **LegalKEY** or any UNC path (**\\computer\LegalKEY**). Create two sub folders **QUEUE** and **POST** in the **LegalKEY** folder.

Verifying information in master_adt_appintegra

Verify the following information in master_adt_appintegra table: connector_id matches the routing identifier name in the legalkey dms connector on the accuroute server.