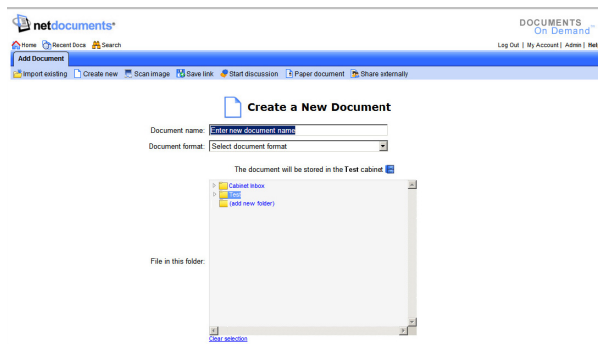# Using the NetDocuments Cover Sheet to Route Documents

Use the following instructions to route a paper document to the NetDocuments Cabinet using a native Cover Sheet page.

When a user walks up to a multi-function device and scans a document using the Cover Sheet as the first page, the system sends the scanned document to the AccuRoute® Server, which processes it and sends it to the NetDocuments Cabinet.

To route a document using a NetDocuments Cover Sheet:

1   Generate and print the Cover Sheet page in the NetDocuments User Interface application.

▸ You must have valid login credentials to log in and create the Cover Sheet page. Contact your Administrator for more information.

2   Place the Cover Sheet page in the front of the paper document you want to scan.

3   Walk up to a multi-function printer (MFP) device.

4   Scan the document.

5   The system sends the scanned document to the AccuRoute Server for processing. The Barcode Extractor Component reads the routing information on the Cover Sheet page and sends the document to the NetDocuments Cabinet, where it is placed in the appropriate placeholder for storage.