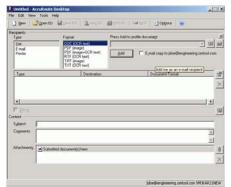
## Sending a message to DM using AccuRoute Desktop

For detailed information on sending messages using AccuRoute Desktop, consult the user guide located at: <a href="http://www.omtool.com/documentation/Accuroute/v22/AccurouteDesktop/AccuRouteDesktopV22UserGuide.pdf">http://www.omtool.com/documentation/Accuroute/v22/AccurouteDesktop/AccuRouteDesktopV22UserGuide.pdf</a>

## To send a message to DM using AccuRoute Desktop:

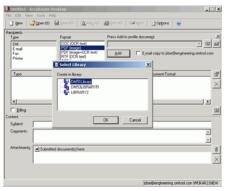
 Start AccuRoute Desktop. Click START, go to the Omtool programs group, and select AccuRoute DESKTOP. Log in if prompted. The application appears on your desktop.



2 Select the destination type **DM** 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 Select Library window appears.



4 Select the appropriate DM library and click **OK**. The Document Profile window appears.

	Occument Profile	×
	Author	-
	Circut	eing ontool
n	Matter	and reaction
	Document Type	
4	Description	-
	Access Control	
	Secure Document	1
	Retention Schedule History	
₽	Type Created: 35/2005 ACMPASTRATOR	
*	Betention Days Edited: 36/2006 ADMPRSTRATOR	
, 1	Enable Content Searching F Billable	
		·
6		
	Detain>>	1

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

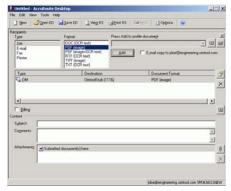
© 2006 by Omtool, Ltd. All rights reserved.

## Continued: Sending a message to DM using AccuRoute Desktop

5 Complete the Document Profile window and click **OK**. The Uploading document window appears.

	ument Profil		-		_	-	×
Doe	sument Harne	OrteoofStub					
	Author	RED		red			
	Cject	ONE	-	clert pro-			eing onl
	Matter	2		mitter 2 client 1			erg ces
De	cument Up!	hading docu	nent			XI	
	Descri						-
		and the			-		*
Ace	ess Con	-					-
Г	Secure	HS1Lborr-W1					-
-		analezed 194		Contract - De		1	
Het	Intion St. 11	animeter i pre	· · · · ·			MASTRA	106
	Retentie To	stal size: 19475				MUSTRA	
	Bereinen	2002/02/602	115			0.0000	24419
	able Content	Searching	₩ Bil	lable	1	1 1000	~ 1
F tr					01	Car	cel
E 6							
Г b							
Γt							12.0

When the upload is complete, an OmtoolStub destination appears in the message.



• When you create a Routing Sheet for DM, AccuRoute creates a placeholder for the document. Never open, edit, or delete this placeholder.

- 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**.

Untitled - AccuRoute Des	Atop		LO X
File Edit View Tools Help			
🔄 New 🛛 🥔 Open ED 🔓	Save ED Vegg RS Contract	RS 🔄 Sgnd 🔄 Options 😟	
Type DM E-mail	Fognat: Press / DOC (DOR text) PUE (mappe)	Add to profile document	د س 11
Fax Printer	PDF (mage+OCR test) RTF (OCR test) TUFF (mage) TxT (OCR test)	3d	ol.com
Туре	Destination	Document Format	- 2
E DM	OmtoolStub (1116)	PDF (mage)	×
1			12
□ <u>Billing</u>			93
Content			
Sybject			_
Cogments:			×
Attachments: Submitted	document(s) here		
TestDocur			×
		Multiprotesting patient on MW	

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.)

Omtool, Ltd. • 6 Riverside Drive, Andover, MA 01810 • http://www.omtool.com Omtool Europe • 25 Southampton Buildings, London WC2A IAL United Kingdom

© 2006 by Omtool, Ltd. All rights reserved.