## Sending a message to FileShare using AccuRoute Desktop

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

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

I 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.

	s Help IED Seve ED Key RS	5 🕼 Print R.5   Hall Send   🖹 Options   🛞
ecipients Type	Format	Enter e mail address
E-mail Fax FileShare Printer	DOC IOCR text) PDF (image) PDF (image+OCR text) RTF (DCR text) TIFF (image) TXT (DCR text)	Add Egnel copy to jdce@engineering omtool.com
Туре	Destination	Document Format
•		
Elling		<u></u>
Subject		
Comments:		N N
Attachments:	bmitted document(s) here	
Autachineritä. 🔊 Su		2

2 Select the destination type FILESHARE 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.

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

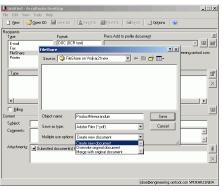
3 Click ADD. The FileShare window appears.

	D 📓 Seve ED 🛛 🕅 We <u>w</u> R	s 🙆 Brint RS   Till Send   🛓	) Options 🛛 👜
Type	Format:	Press Add to profile documen	
FileShare	DOC (OCR text) Share ave in: 🎡 FileShare on Vm/k	a21new 💌 ← 🛍 (	2 × eering omtool.com
Type			
Subject S Comments:	bject name: Adobe File ave as type: Adobe File uttiple use options: Create new		Save Cancel
Attachments: Subr	nitted document(s) here		

4 In the **FILE NAME** text box, enter the file name you wish to assign to your document.

The **SAVE AS TYPE** defaults to match the document format you selected in Step 2.

5 From the **MULTIPLE USE OPTIONS** drop-down list, select one of the following:



**CREATE NEW DOCUMENT -** Selecting this option creates a new document in FileShare. If you select this option and the file name already exists, the following message appears. Click **YES** to replace the file or click **NO** to return to the FileShare window.

FileShare	X				
	\\VMJKAR21NEW\FileShare\ProductMemorandum.pdf already exists. Do you want to replace k?				
	Yes No				

**OVERWRITE ORIGINAL DOCUMENT** - If a document already exists with the file name you selected in Step 4, selecting this option overwrites the original file. Click

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

© 2008 by Omtool, Ltd. All rights reserved.

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

**YES** when the following message appears to replace the file or click **NO** to return to the FileShare window.

FileShare	×			
⚠	\\VMJKAR21NEW\FileShare\ProductMemorandum.pdf already exists. Do you want to replace it?			
	Yes No			

**MERGE WITH ORIGINAL DOCUMENT** -If a document already exists with the file name you selected in step 4, selecting this option merges any file attachments with the original document. The resulting file is stored with the original file name.

Click **YES** when the following message appears to merge the documents or click **NO** to return to the FileShare window.

FileShare	×
⚠	\\VMJKAR21NEW\FileShare\ProductMemorandum.pdf already exists. Do you want to replace it?
	Yes No

After the message is sent, any attachments on this message will be merged with the original document, resulting in one document stored in FileShare.

This option is only available when you select **PDF** (IMAGE) or **PDF** (IMAGE+OCR TEXT) as your document format.

Click SAVE. A FileShare destination appears in the message.

Untitled - Accul	
🗋 Kew 🛛 🚅 Qi	en ED 🚽 Save ED 🛕 Wey, RS 👍 Print, RS 🛛 📾 Sgind 📄 Options 🛛 🕘
Recipients Type E-mail Fax FileShare Printer	Figures And the profile documents (open web held) of COCP (Dot New) Figure And the profile documents Figure And the
Type Type FileShare	Decination Decination VivMIXAR21NEVxFileShareProduc POF (mage+OCR test)
E Billing Content	ه د.
Subject	
Comments:	<u>م</u> ۲
Anachmerks.	Submitted document(s) here
	(doetDencineering.ontool.com/MDKAR21NEW

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. 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	Desktop			_ 🗆 🗡
le Edit View Tools H	elp			
🗋 New 🛛 🗳 Open ED	Save ED 🛛 🛄 Viegg F	RS @Print RS DSgnd	i 📄 Options 🛛 😐	
ecipients Type E-mail Fax FileShare Printer	Format: DOC (ICR text) PDF (moge) RTF (IDCR text) TIFF (image) TXT (IDCR text)	Press Add to profile do	cume <u>n</u> t E;mail copy to jdoe@engineeri	v v 100 mil ng omtool.com
Type Type	Destinatio	n R21NEW//FileShare/Produc	Document Format PDF (image+DCR text)	<u></u>
				×
Eiling				03
Subject:				
Comments:				×
	ed document(s) here cument1.doc			
				×
			idoe@engineering.omtool.com	MUKAR2INEW

8 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

© 2008 by Omtool, Ltd. All rights reserved.