## Sending a message to Accutrac XE 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/AccuRouteDesktop/22UserGuide.pdf

## To send a message to $Accutrac^{\mathbb{R}} XE^{\mathsf{T}}$ 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.

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2 Select the destination type ACCUTRACXE 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.

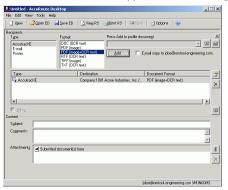
3 Click ADD. The Accutrac Omtool Integration v1.2.63 window appears.

Accutrac Omtool Integration v1.2.63				×
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4 Expand the Accutrac XE tree, select the appropriate location, and click **OK**. The Current Selection information is filled in.

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5 Enter any optional information and click **OK**. An OmtoolStub destination appears in the message.



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

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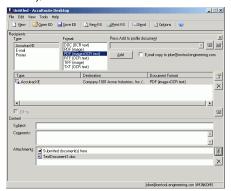
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## Continued: Sending a message to Accutrac XE using AccuRoute Desktop

- 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.)

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