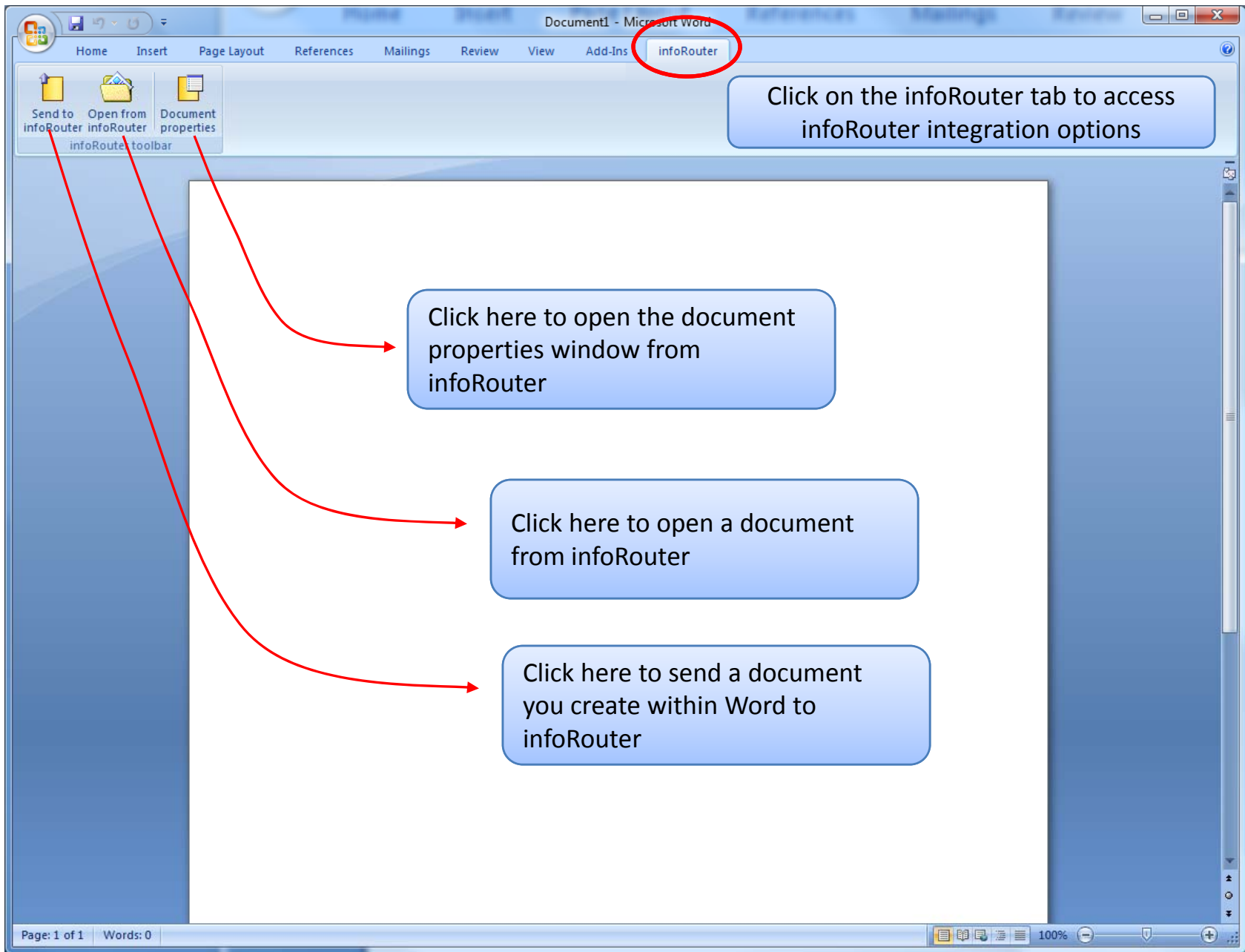




infoRouter

MS Word Versions 2000 – 2007
infoRouter Integration



In order to access infoRouter directly from within MS Word, you must first Log into infoRouter.

Connect to infoRouter

URL :
infoRouter service url.
Example : http://myserver/infoRouter

User name :
infoRouter user name.

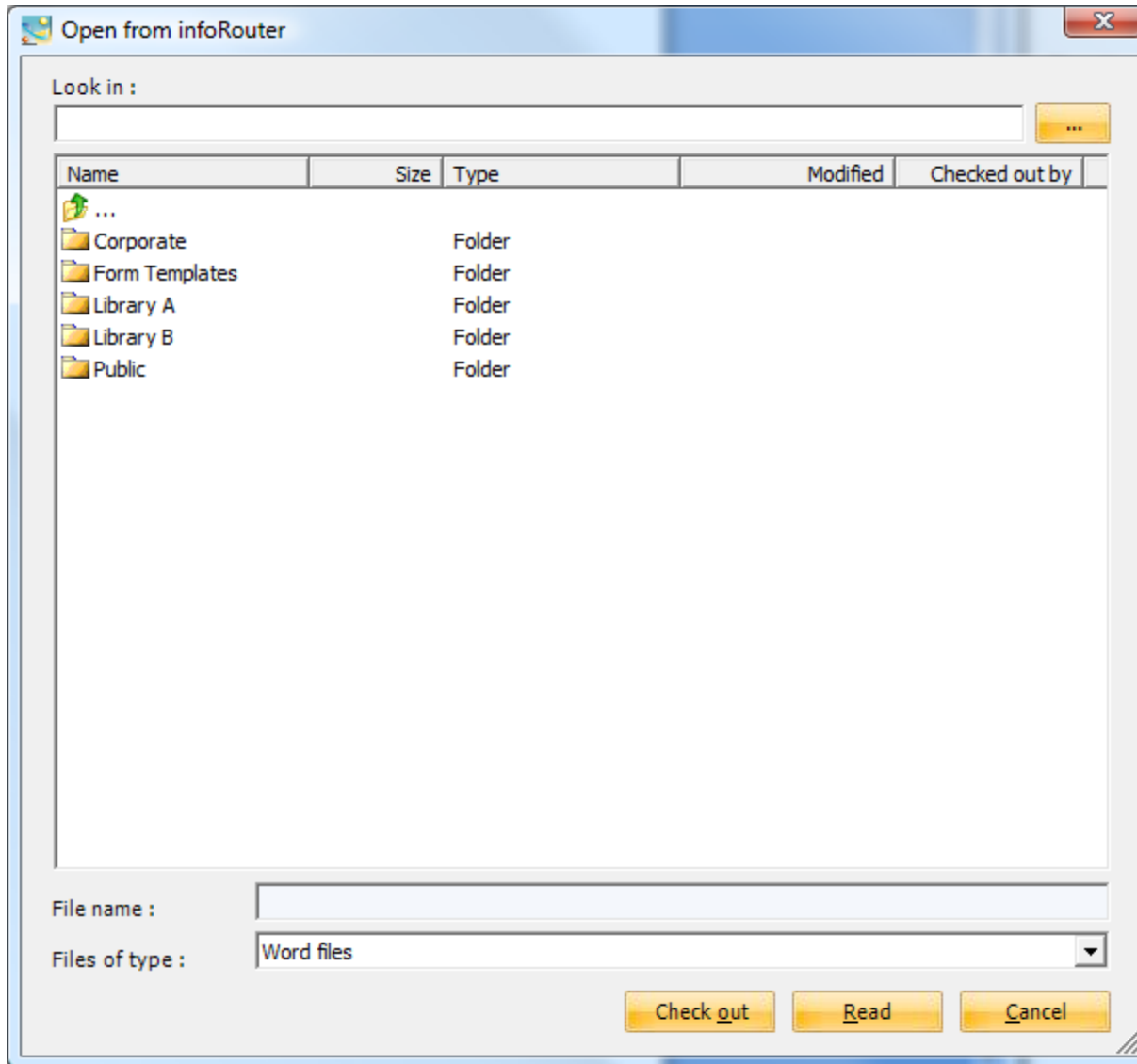
Password :
infoRouter user password.

OK Cancel

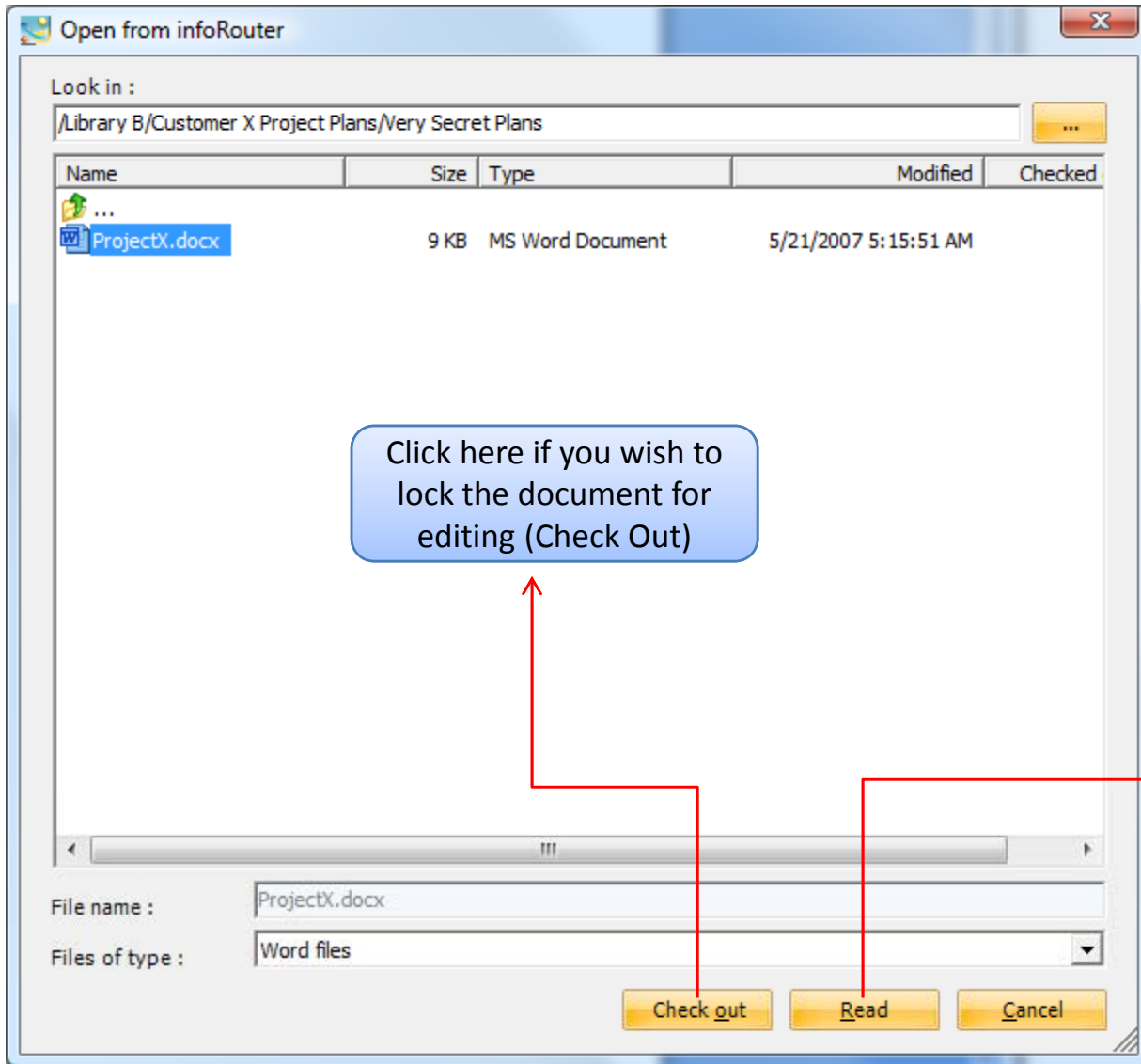
Ask your system administrator for your specific Web Service URL

Supply for infoRouter user id and password to log into infoRouter.

Opening a document from infoRouter from within MS Word.

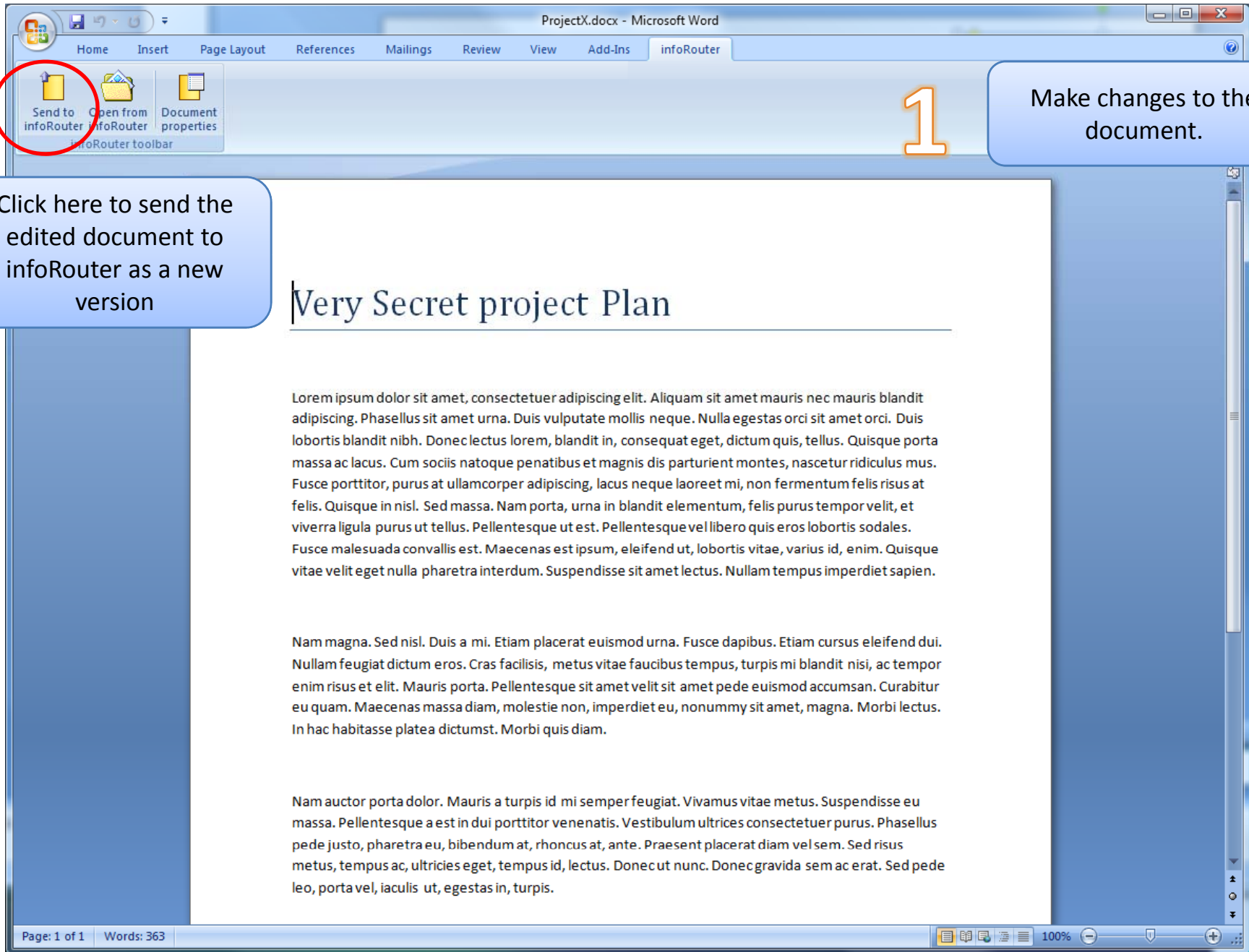


Select a Library Folder and keep drilling until you find the document you wish to open



Click here if you wish to lock the document for editing (Check Out)

Click here if you only wish to read the document



Make changes to the document.

Click here to send the edited document to infoRouter as a new version

Very Secret project Plan

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sit amet mauris nec mauris blandit adipiscing. Phasellus sit amet urna. Duis vulputate mollis neque. Nulla egestas orci sit amet orci. Duis lobortis blandit nibh. Donec lectus lorem, blandit in, consequat eget, dictum quis, tellus. Quisque porta massa ac lacus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce porttitor, purus at ullamcorper adipiscing, lacus neque laoreet mi, non fermentum felis risus at felis. Quisque in nisl. Sed massa. Nam porta, urna in blandit elementum, felis purus tempor velit, et viverra ligula purus ut tellus. Pellentesque ut est. Pellentesque vel libero quis eros lobortis sodales. Fusce malesuada convallis est. Maecenas est ipsum, eleifend ut, lobortis vitae, varius id, enim. Quisque vitae velit eget nulla pharetra interdum. Suspendisse sit amet lectus. Nullam tempus imperdiet sapien.

Nam magna. Sed nisl. Duis a mi. Etiam placerat euismod urna. Fusce dapibus. Etiam cursus eleifend dui. Nullam feugiat dictum eros. Cras facilisis, metus vitae faucibus tempus, turpis mi blandit nisi, ac tempor enim risus et elit. Mauris porta. Pellentesque sit amet velit sit amet pede euismod accumsan. Curabitur eu quam. Maecenas massa diam, molestie non, imperdiet eu, nonummy sit amet, magna. Morbi lectus. In hac habitasse platea dictumst. Morbi quis diam.

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infoRouter Document Upload Tool

Document properties

infoRouter folder:
/Library B/Customer X/Very Secret Plans

Name:
ProjectX.doc

Description:

Version comment:

Version number:
1 . 0 . 1

Submit to workflow:
None

Document completion status
 Completed document
Completion date: Fri , 15 June 2007
Retention: No retention

Check In Options
 Keep Checked Out Check In

You may edit the general description of the document

Enter comments specific to this version of the document

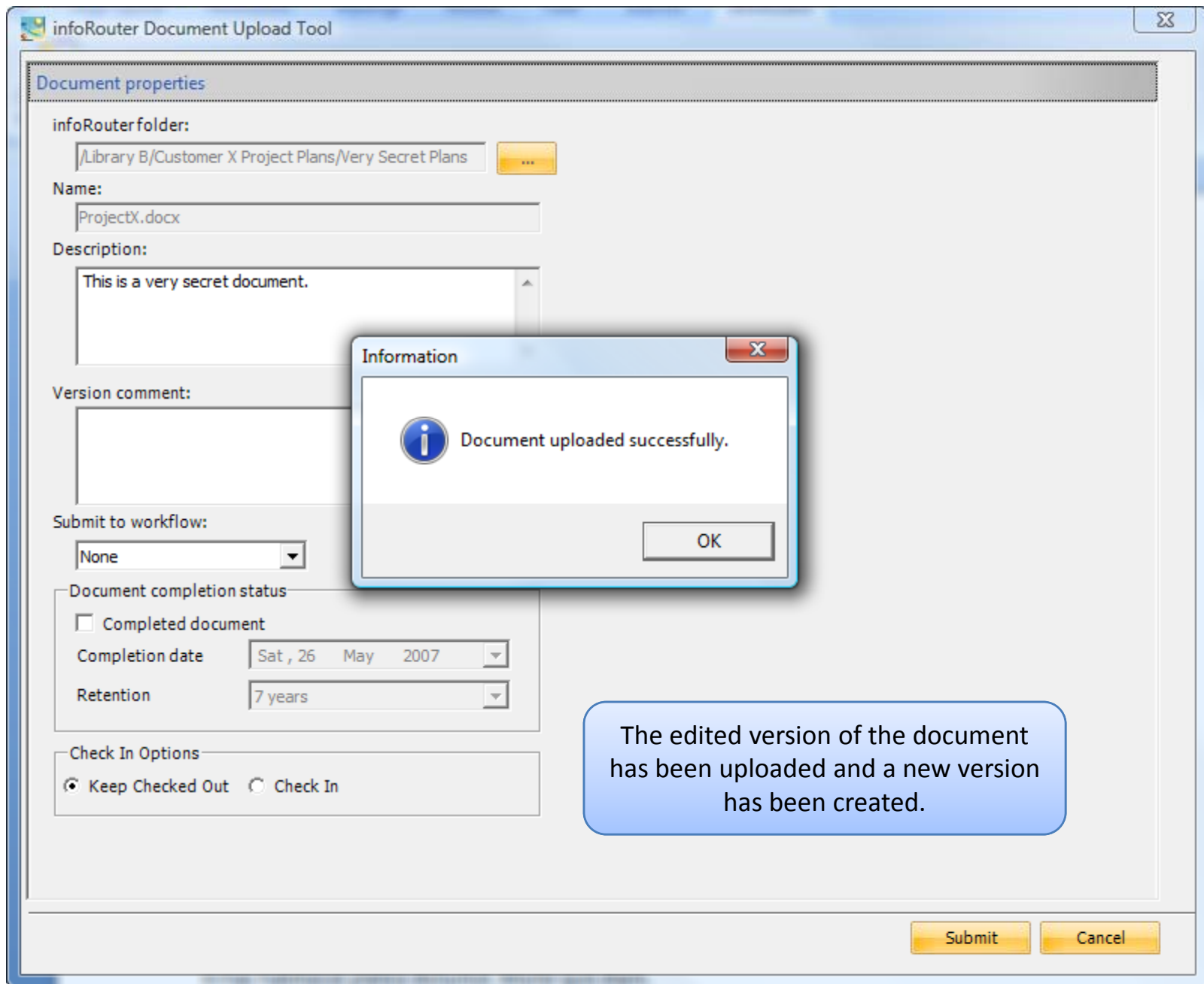
The version is incremented by one revision but you may set the version number higher

Specify a workflow name if you wish to send this document to a workflow

Set the document status to complete You may also set the retention date

You also have the option to keep the document checked out even as you create the new version.

Submit Cancel



The edited version of the document has been uploaded and a new version has been created.