InfoRouter Scan Station User's Guide

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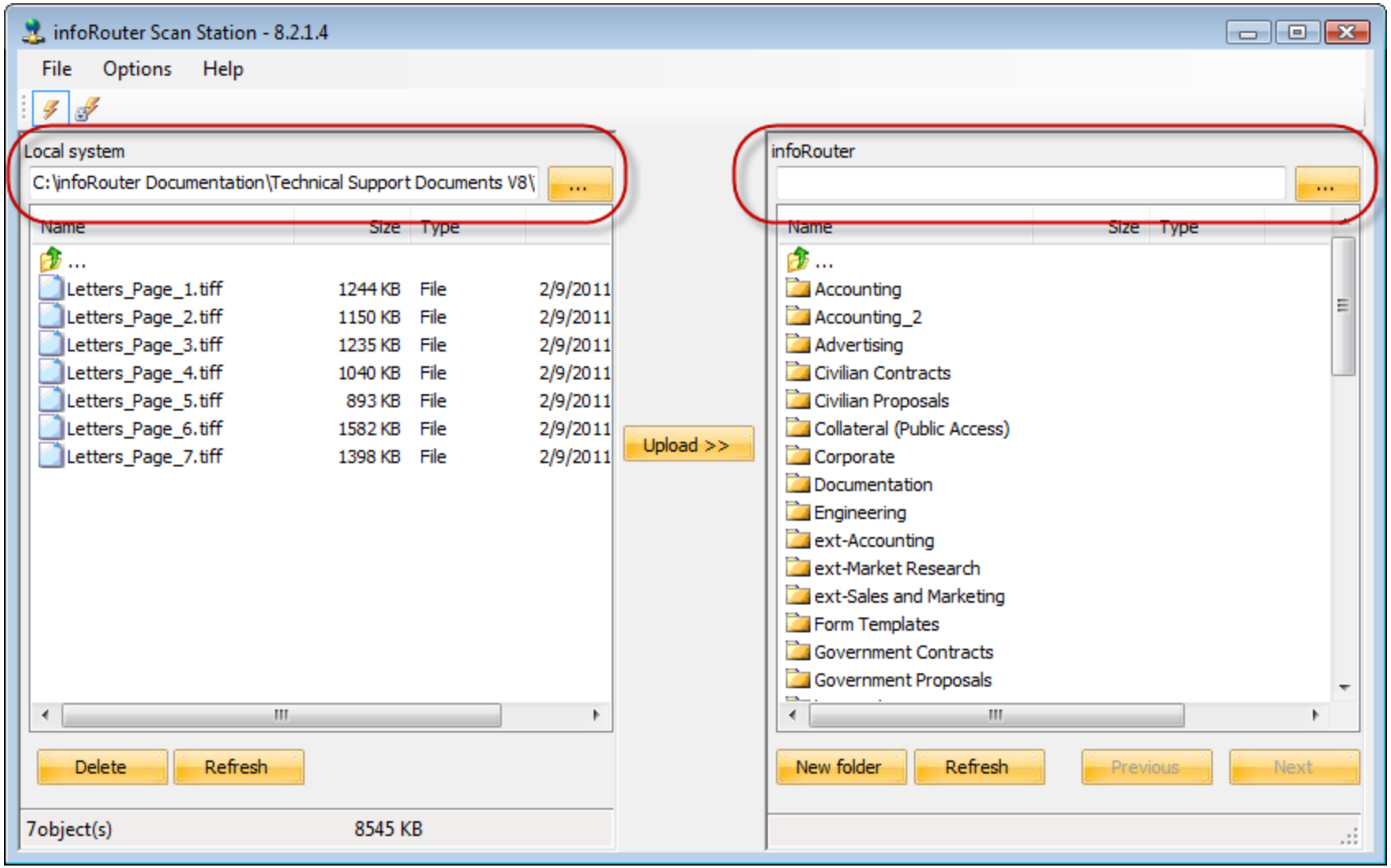
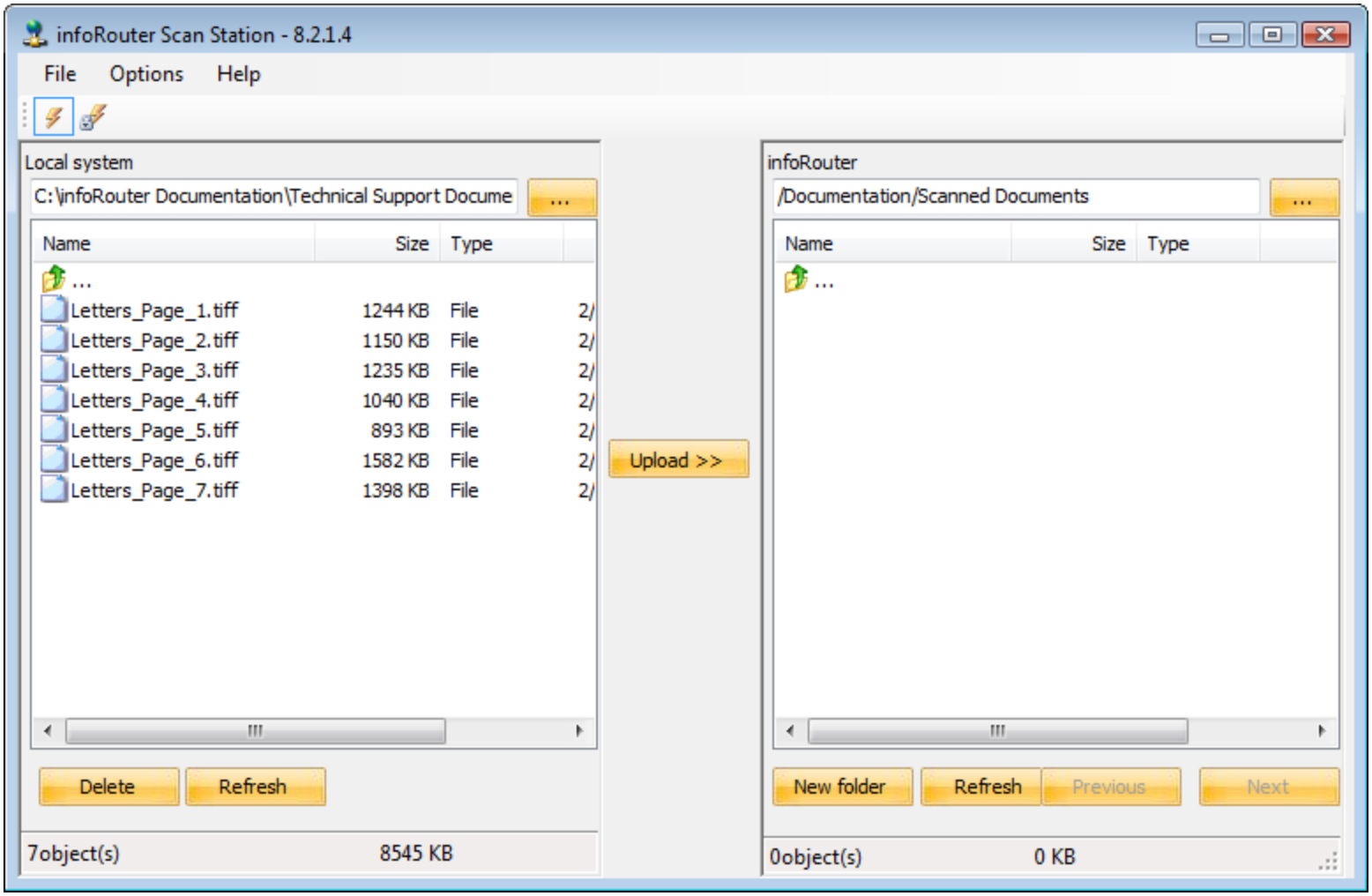
http://www.inforouter.com

Connect to infoRouter - Scan Station
infoRouter
Connect to infoRouter
URL :
http://infoRouter_server
infoRouter service url.
Example : http://myserver/infoRouter
User name :
sysadmin
infoRouter user name.
Password :
infoRouter user password.
Remember my password.
OK
Cancel

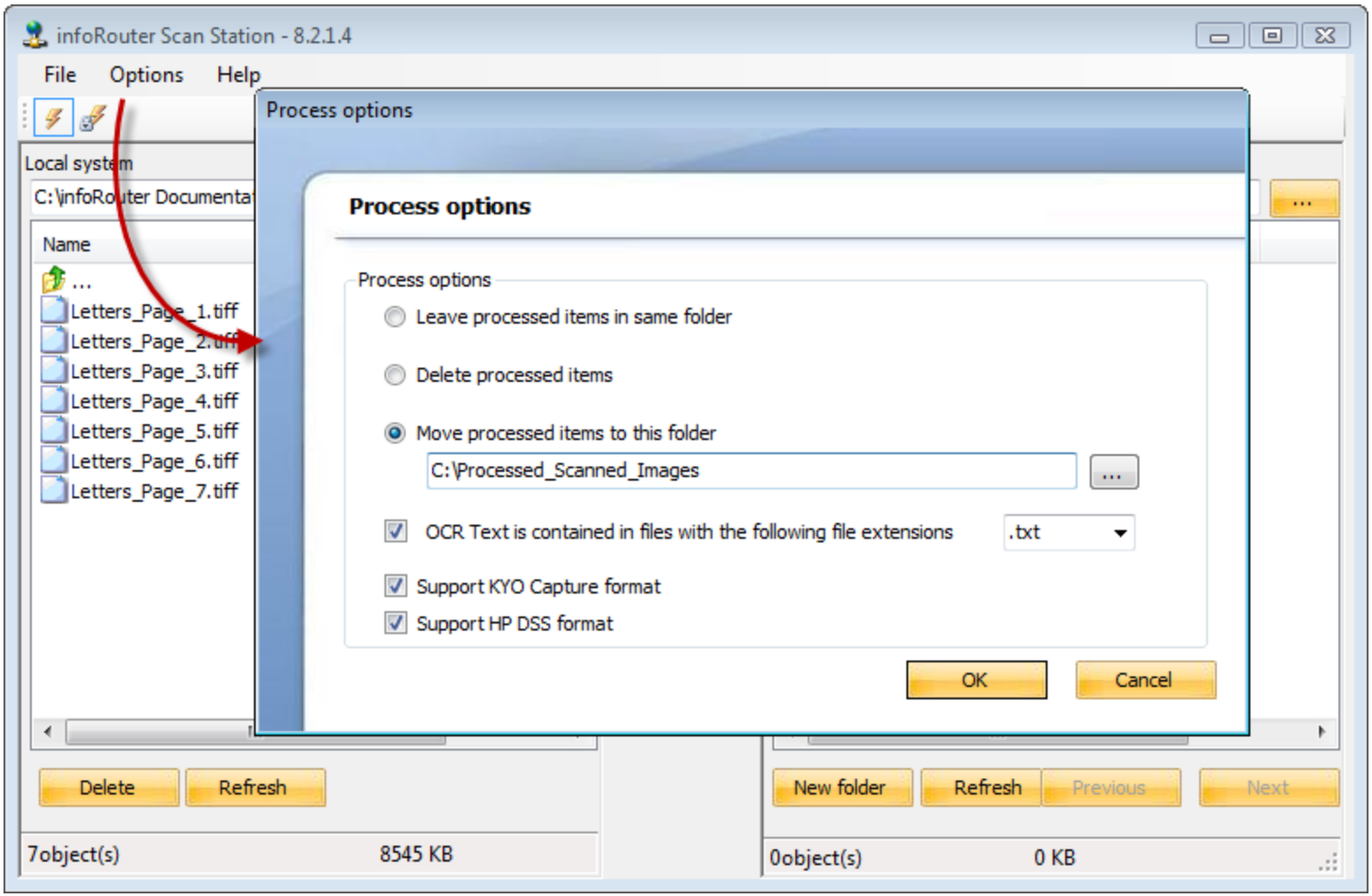
Local file system contents appear on the left hand side of the screen. The infoRouter libraries and sub-folders appear on the right hand side of the screen.



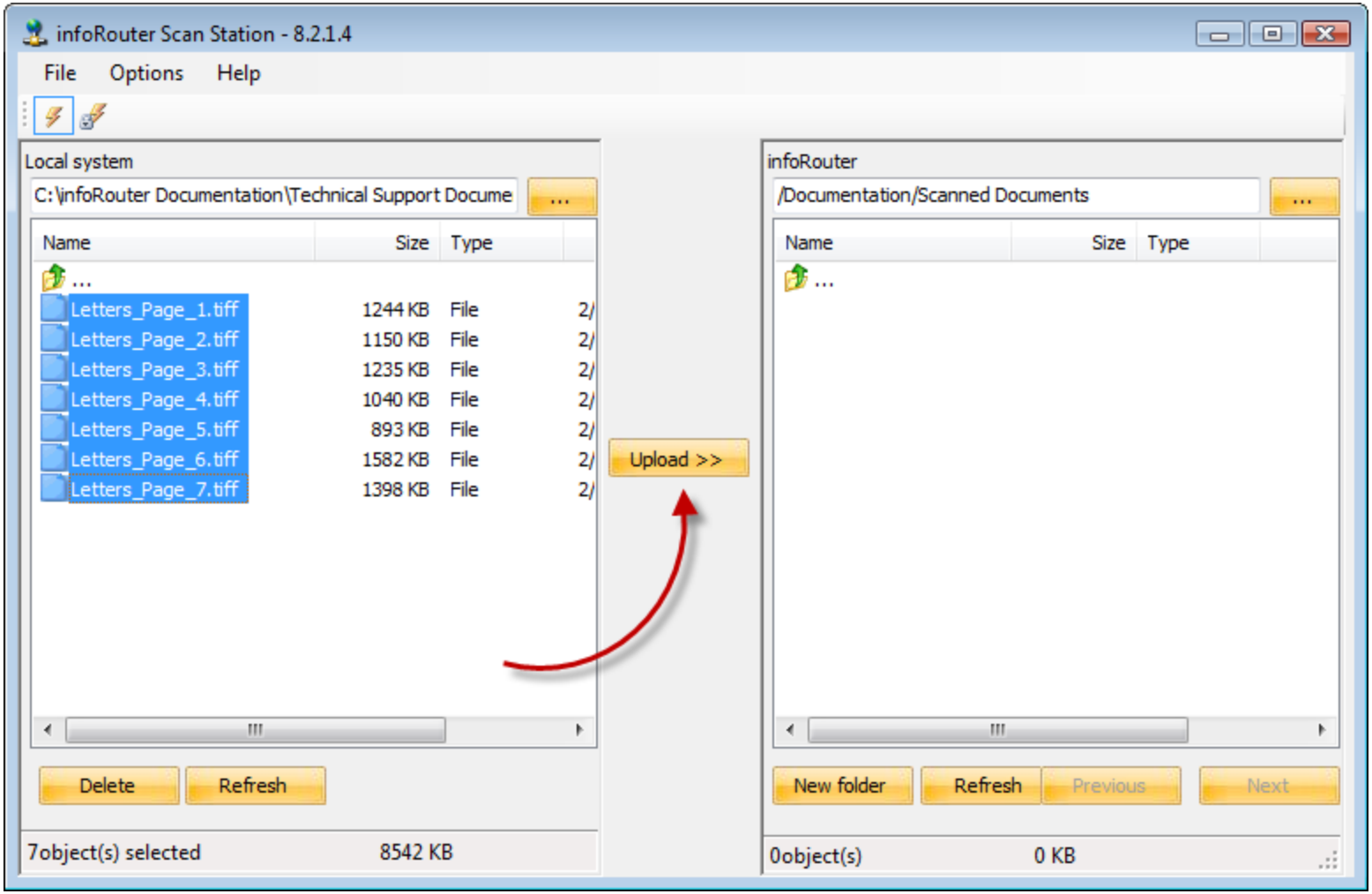
Navigate to the local scanned images folder.
Then navigate to the target infoRouter folder.



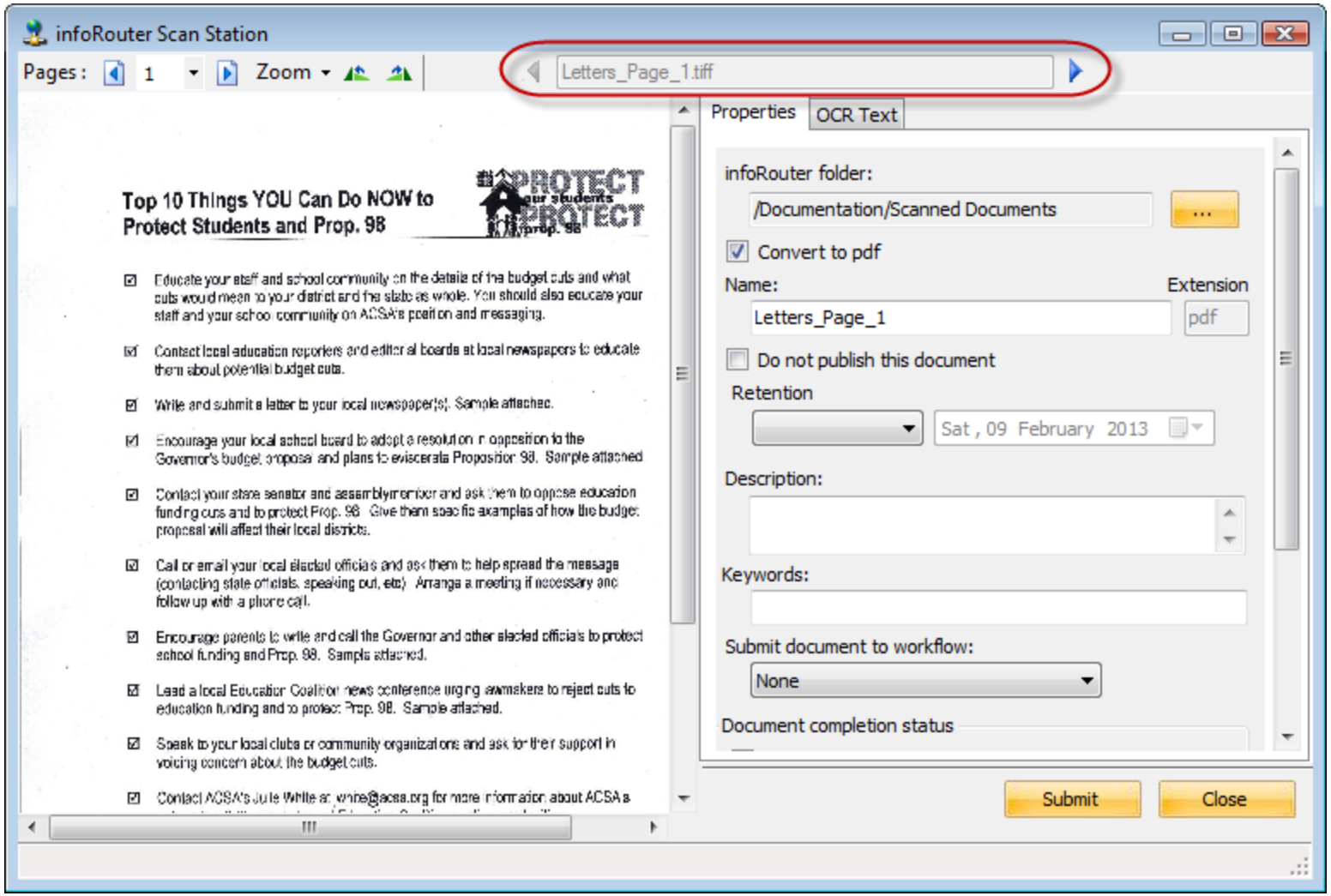
Click on the “Process Options” menu (located under the options menu) to display the options window. Here you will be able to set your processing options



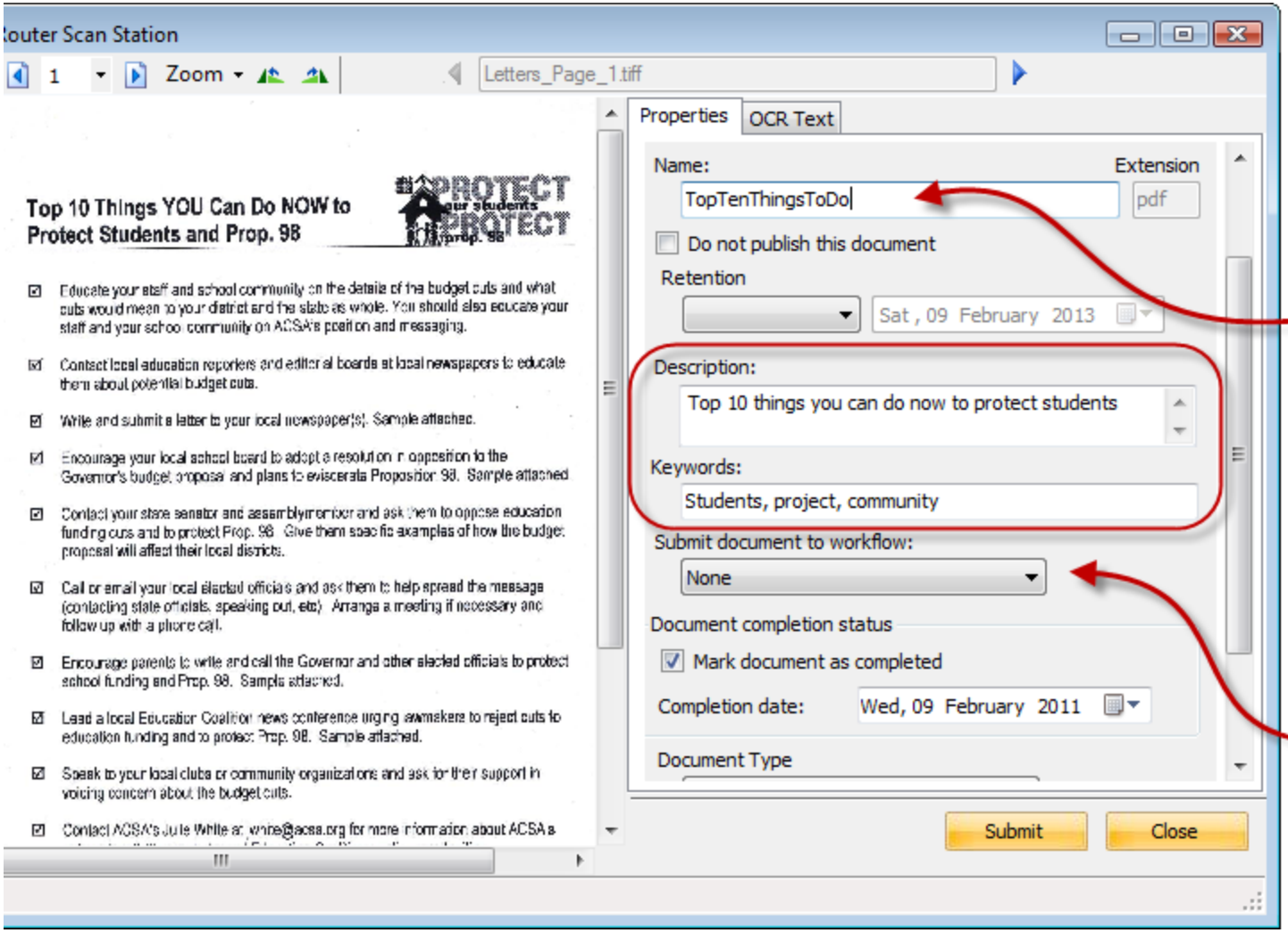
Select one or more scanned documents and click on the “Upload” button to send the selected documents to infoRouter.



Notice that the first selected document is displayed. Use the right hand panel to specify document properties. You may set properties such as “retention”, enter keywords and descriptions for the document.

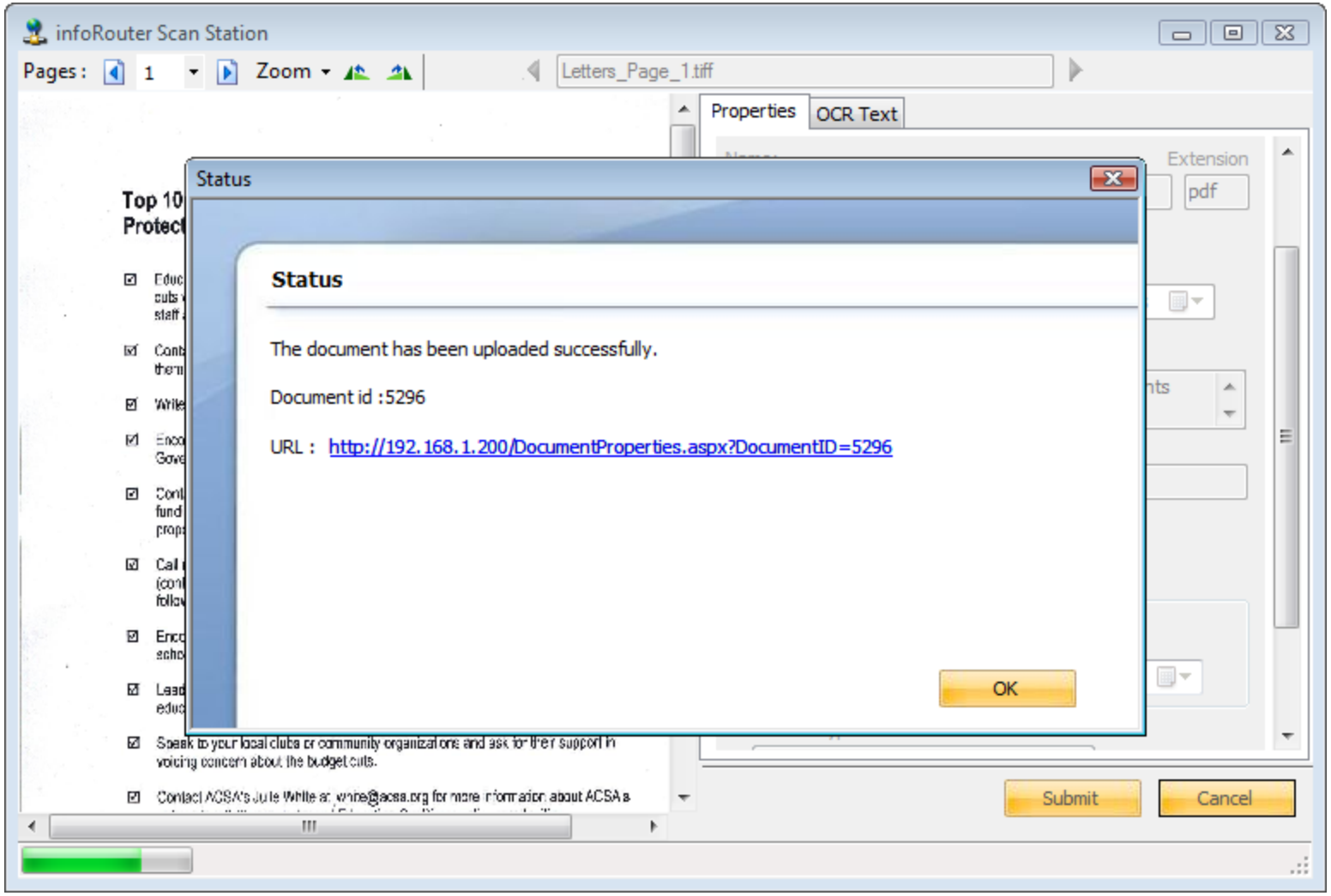


You can change the document name to be much more descriptive than the one created by a scanning software. You can enter a description and keywords to assist in searching for this document in the future.



You can even submit this document to a workflow to be processed by others

When ready, click on the “submit” button to send the document to infoRouter.
You will get a confirmation window similar to the one below indicating that the document has been created in infoRouter. The next document in the queue will be pulled up automatically.



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Did you know about the infoRouter Forum site?
24/7 Access to information about infoRouter

http://forum.inforouter.com

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