



infoRouter Add-in for MS Word.

Compatible with MS Office versions 2000 – 2010

infoRouter Add-in for MS Word

The infoRouter MS Add-in for Word is a fantastic tool that allows you to interact with infoRouter directly from within MS Word.

The add-in is compatible with all MS Word versions 2000 through 2010.

You can create content from within MS Word and upload it into infoRouter without leaving MS Word. You can also open existing infoRouter documents directly from within MS Word.

Documents can be checked out, checked in and even be submitted to workflows from within the easy to use interface.

Launch MS Word and click on the infoRouter tab

The screenshot displays the Microsoft Word interface with the 'infoRouter' tab selected in the ribbon. The ribbon includes tabs for Home, Insert, Page Layout, References, Mailings, Review, View, and infoRouter. The infoRouter tab is circled in red. Below the ribbon is the 'infoRouter toolbar' containing three icons: 'Send to infoRouter', 'Open from infoRouter', and 'Document properties'. Three red arrows point from these icons to callout boxes: one from 'Send to infoRouter' to a box saying 'Click here to send a document you create within Word to infoRouter', one from 'Open from infoRouter' to a box saying 'Click here to open a document from infoRouter', and one from 'Document properties' to a box saying 'Click here to open the document properties window from infoRouter'. A larger callout box at the top right of the ribbon area says 'Click on the infoRouter tab to access infoRouter integration options'. The status bar at the bottom shows 'Page: 1 of 1' and 'Words: 0'.

Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View infoRouter

Send to infoRouter Open from infoRouter Document properties

infoRouter toolbar

Click on the infoRouter tab to access infoRouter integration options

Click here to open the document properties window from infoRouter

Click here to open a document from infoRouter


Click here to send a document you create within Word to infoRouter

Page: 1 of 1 Words: 0

100%

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

Connect to infoRouter - Office Add-in



Connect to infoRouter



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

User name : infoRouter user name.

Password : infoRouter userpassword.

Remember my password.

Ask your system administrator for your specific Web Service URL

Enter your infoRouter user id and password to log into infoRouter.

Opening a document from infoRouter from within MS Word.

Select infoRouter Library

Open from infoRouter

Look in : /XBR 900 Project 2

Name	Size	Type	Modified
...			
Collateral		Folder	
Distributors		Folder	
Engineering		Folder	
Scanned Documents		Folder	
XBR Warranty Specifications		Folder	
XBR 900.docx	10 KB	Office Document	1/14/2011 5:40:34...
XBR-Line of Products.docx	10 KB	Office Document	1/14/2011 5:40:29...
XBR900-Specifications.docx	9 KB	Office Document	1/14/2011 5:40:33...

File name :

Files of type : Word Files

Check out Read Cancel

Select a document

Click Check out if you wish to edit the document. Click "read" if you simply wish to read the document.

You can now make changes to the document. It is checked out to you.

The screenshot shows the Microsoft Word interface for a document titled "XBR900-Specifications.docx". The ribbon is set to the "infoRouter" tab, which contains three buttons: "Send to infoRouter", "Open from infoRouter", and "Document properties". The "Send to infoRouter" button is circled in red, and a red arrow points from it to a text box. The main document area displays the title "XBR900 Specifications" in a large blue font, followed by a horizontal line and a paragraph of placeholder text. The status bar at the bottom indicates "Page: 1 of 1" and "Words: 186".

Once you make your changes, click on "Send to infoRouter" to create a new version of your document.

XBR900 Specifications

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque malesuada est non lacus condimentum ornare. Curabitur a luctus odio. Nullam viverra consequat blandit. Nulla lobortis venenatis adipiscing. Aenean nec sollicitudin elit. Aliquam erat volutpat. Cras purus sem, imperdiet interdum ullamcorper ut, interdum at arcu. Praesent lacus quam, dignissim id lobortis nec, fermentum id justo. Nulla facilisi. Fusce quis sem nisl, quis placerat nisl. Vestibulum non justo dolor. Nam accumsan, magna in lobortis malesuada, tortor erat tempor nunc, sit amet malesuada lorem nunc ut nisl. Fusce dapibus

Page: 1 of 1 Words: 186

Document Properties

infoRouter folder:

/XBR_900 Project 2

Name:

XBR900-Specifications.docx

Description:

Version comment:

Version number:

1 . 0 . 1

Do not publish this version

Keep Checked Out

Check In

Completion

Mark document as completed

Completion Date Mon, 07 February 2011

Submit to workflow:

Retention

Thu, 07 February 2013

Document type :

Generic

Custom Properties

Add

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

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

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




Submit

Close

infoRouter Document Upload Tool - (sysadmin - 8.0.152.0)

Document Properties	Custom Properties
infoRouter folder: <input type="text" value="/XBR 900 Project 2"/> ...	
Name: <input type="text" value="XBR900-Specifications.docx"/>	
Description: <input type="text"/>	
Version comment: <input type="text"/>	
Version number: 1 . 0	
<input type="checkbox"/> Do not publish	
<input checked="" type="radio"/> Keep Checked	
Completion <input type="checkbox"/> Mark document as completed	
Completion Date <input type="text" value="Mon, 07 February 2011"/>	
Submit to workflow: <input type="text"/>	
Retention <input type="text" value="Thu, 07 February 2013"/>	

Information

 New version has been created and published.

OK

You have now created a new version of this document.

Because you took the default option to keep the document checked out, the document is still available for you to edit and save newer versions.

Note that the document was also published so users who click on this document from the infoRouter web interface will get this latest version.

If you choose the “Do not publish this version” option, users will continue to see the latest “published” version instead of the latest version.



infoRouter Add-in for MS Word

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

<http://forum.inforouter.com>