Welcome to ApplicationXtender Web Access
ApplicationXtender Web Access allows you to manage all types of ApplicationXtender documents. By using ApplicationXtender Web Access and a standard Web browser, you can create, index, retrieve, access, view, and manage ApplicationXtender documents through the Internet.
Pre-requisites for WebXtender client

• Firefox, Chrome or Edge browser

• For scanning, your friendly neighborhood desktop support person will need to install the specific drivers on your computer for the scanner you want to use

• Link: https://bannerappx-test.yale.edu/AppXtender/?sso=true
Viewing documents
Click on the application you want to select

Welcome to ApplicationXtender Web Access

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By using ApplicationXtender Web Access and a standard Web browser, you can create, index, retrieve, access, view, and manage ApplicationXtender documents through the Internet.
Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
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Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Click on the document icon to open the file.
Viewing documents

Document can be viewed

Test Document #1

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Drag and drop new documents
Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/

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Click on the name of the application to get started
Drag and drop a new document

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Drag and drop a new document

identify the file you want to index, then drag and drop it into the document area

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Drag and drop a new document

If you’re not sure, just pick ‘Insert After’
Drag and drop a new document

Click here to display thumbnails of a multi-page document or a batch

Document displays here

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Drag and drop a new document

Enter the student ID and press enter to auto-fill info from Banner

You will need to manually populate other required fields

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Drag and drop a new document
Scan and index
Setting up for scanning...

Your user settings must allow scanning or the scan icon will not appear in the document area.

To set up, go to your avatar in the top right hand corner of the application window...

Select ‘User Settings’ from the pop-up menu...

Expand the list item for ‘Import’...

Make sure the box is checked for ‘Enable Scanning’ and click SAVE.
Setting up for scanning...

Make sure your scanner is turned on

Using Internet Explorer, go to https://appwxw.its.yale.edu/appxtender/
Welcome to ApplicationXtender Web Access

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By using ApplicationXtender Web Access and a standard Web browser, you can create, index, retrieve, access, view, and manage ApplicationXtender documents through the Internet.
Scan and index a new document

...OR click on the plus sign and then click on ‘New Document’

click here to scan in a new document...

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Scan and index a new document

If the scanner icon appears gray, click once to load the driver.
Scan and index a new document

Load your documents into the scanner and click the 'Scan' button
Chapter 3

Working With Documents

Using ApplicationXtender Web Access, you can perform many of the document-related functions that are available in ApplicationXtender Document Manager. For example, you can view new documents, add pages to documents, and remove pages from documents. You can also index both documents and use automated indexing functions to automatically index new documents.

This section of the text provides information and procedures related to adding and deleting documents, adding and deleting documents and pages, aligning documents, and submitting documents for full-text indexing.

Adding Documents to ApplicationXtender Applications

This section provides key information on adding documents to ApplicationXtender Applications. You can use this section to add documents to your applications and customize them as needed.

Adding Documents to AppXtender Applications

The way you use ApplicationXtender Web Access to add documents to ApplicationXtender applications depends on whether the document is in paper or electronic form.

For paper documents, authorized users can place the paper documents in electronic files.
Scan and index a new document

Enter a student ID here and press ENTER. The system will fetch details if it can find the student in Banner

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Scan and index a new document

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/

Enter all other fields as required by your application’s rules and click SAVE
Chapter 3

Working With Documents

Using ApplicationXtender Web Access, you can perform many of the document-related functions that are available in ApplicationXtender Document Manager. For example, you can add new documents, delete existing documents, add pages to documents, and remove pages from documents. You can also index both documents and use associated indexing functionality to automatically index new documents.

This section of the topic provides information and procedures related to adding and deleting documents and pages, adding documents, and selecting documents for Add/Remove indexing.

Adding Documents to ApplicationXtender Applications

This section explains how to add documents to ApplicationXtender applications. Appendices provide information on where to find applications or to search for them.

For paper documents, attach them to add for converting them into electronic files.
Scan to batch
User Settings

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Welcome to ApplicationXtender Web Access

ApplicationXtender Web Access allows you to manage all types of ApplicationXtender documents.

By using ApplicationXtender Web Access and a standard Web browser, you can create, index, retrieve, access, view, and manage ApplicationXtender documents through the Internet.
Click on New batch
Enter name of the batch

Click Continue
Using Internet Explorer, go to https://appxww.its.yale.edu/appxtender/

Click on select Scanner icon

Select Scanner name

Click OK

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Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Chapter 3

Working With Documents

Using ApplicationXtender Web Access, you can perform many of the document related functions that are available in ApplicationXtender Document Manager. For example, you can add new documents, delete existing documents, add pages to documents, and remove pages from documents. You can also add comments and notes to documents, and perform other document management functions.

Adding Documents and Annotation Documents

Adding Documents to ApplicationXtender Applications

The way you add ApplicationXtender Applications depends on whether the documents are in paper or electronic form.

For paper documents, authorized users can scan the paper documents to create electronic files.

For electronically created documents, authorized users can import the electronic files into ApplicationXtender Web Access.

This topic focuses on adding documents to ApplicationXtender applications. For information about your user profile, contact your ApplicationXtender system administrator or refer to the ApplicationXtender User's Guide.

ApplicationXtender Web Access offers two ways to add documents to ApplicationXtender applications: the New Document feature and the Batch Import feature.
Index existing batch
Index existing batch

Click on the name of the application to get started

…OR click on the plus sign and then click on ‘Manage Batches’

Click here to view existing batches…
Index existing batch

Locate your batch and click the triangle for the pop-up menu. Then choose ‘Index’ from the pop-up menu.

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
If enabled, document thumbnails will appear on the left.

First page of batch will display first.

Index pane
Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Index existing batch

Using Internet Explorer, go to https://appxwxs.its.yale.edu/appxtender/
Index existing batch

Number of pages in batch is changed

Indexed page is removed from the batch. Next page is displayed
Index existing batch – next page in batch is same student or vendor, same document type

Click ‘Attach Current Page’ to add the next doc to the same index
Index existing batch – next page in batch is same student or vendor but different doc type

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Index existing batch – next page in batch is same student or vendor but different doc type

Key index is the same, but we can change the Document Type

Click ‘Save’ to index the document and remove it from the batch
Index existing batch – next page is different student or vendor

1. Select the first profile (A-I-D in this example).
2. Click &. The Expert Profile Editor page is displayed.

- Change the ID number and hit TAB to auto-populate the other index fields
- Change the other required fields as needed
- Click ‘Save’ to index the document and remove it from the batch
Index existing batch – all remaining pages are the same student, same document type

Click ‘Attach All Pages’ to attach remaining pages to the same index
Index existing batch – all remaining pages are the same student, same document type

Click ‘OK’
Index existing batch

Using Internet Explorer, go to https://appxwx.its.yale.edu/appxtender/
Index from batch problem: “A unique key violation has occurred!”

Problem: When I try to index a document from a batch, system displays error “A unique key violation has occurred!”