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.yale.edu/AppXtender/?sso=true](https://bannerappx.yale.edu/AppXtender/?sso=true)
Viewing documents
Viewing documents

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Click on new query
Enter your search criteria and click Run.
Click on the document icon to open the file.
Viewing documents

Document can be viewed

Test Document #1

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Drag and drop new documents
Drag and drop a new document

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

Click here to drag in a new document...

...OR click on the plus sign and then click on ‘New Document’
Drag and drop a new document

Identify the file you want to index, then drag and drop it into the document area.
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
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
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
Scan and index a new document

Click on the name of the application to get started

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

Click here to scan in a new document...

...OR click on the plus sign and then click on 'New Document'
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 add new documents, edit existing documents, add pages to documents, and remove pages from documents. You can also index both documents and see automated indexing facilitated by automatically index new documents.

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

- Adding Documents to ApplicationXtender Applications, page 83
- Indexing Styles, page 107
- Submitting Documents for Full-Text Indexing, page 124
- Adding Pages to ApplicationXtender Documents, page 123
- Reordering Document Pages, page 129
- Moving or Copying Document Pages, page 139
- Deleting Documents and Document Pages, page 158

Adding Documents to AppXtender Applications

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

- The paper documents, authorized users save the paper documents in electronic form.

Click here to fit document to window
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.
Scan and index a new document

Enter all other fields as required by your application’s rules and click SAVE.
Scan and index a new document
Scan to batch
Scan to batch

User Settings

Click on Import

Check Enable Scanning

Click Save

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28
Click on the name of the application to get started

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.
Scan to batch

Click on New batch
Scan to batch

Enter name of the batch

Click Continue
Scan to batch

Click on select Scanner icon

Select Scanner name

Click OK
Scan to batch

Click on Scan icon

Scanning in progress
Scan to batch

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 insert pages from documents. You can also add comments to documents, create annotations, and link documents.

This section of the topic provides information and procedures related to adding and deleting documents, adding pages to documents, and adding comments to documents.

Adding Comments to ApplicationXtender Applications

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

For paper documents, authorized users can use the paper documents to create electronic files. For electronically document, authorized users can use the electronic files in ApplicationXtender Web Access.

Note: Electronic files cannot contain comments.

This topic focuses on adding comments to ApplicationXtender applications by importing electronic files, assuming it is discussed in Chapter 4, Scanning. You must have the appropriate ApplicationXtender privileges to add documents to ApplicationXtender applications. For information about user privileges, consult your ApplicationXtender access administration or your ApplicationXtender document administrator’s guide.

ApplicationXtender Web Access allows you to:

- Add comments to ApplicationXtender applications
- Import electronic files
- Create electronic files from paper documents

To add comments to ApplicationXtender applications:

1. Log in to ApplicationXtender Web Access.
2. Select the application to which you want to add comments.
3. Click the Comments tab.
4. Enter the comments you want to add.
5. Click the Save button.

For more information about adding comments to ApplicationXtender applications, see the ApplicationXtender User’s Guide.
Index existing batch
Index existing batch

Click on the name of the application to get started

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...OR click on the plus sign and then click on 'Manage Batches'

Click here to view existing batches...
Locate your batch and click the triangle for the pop-up menu. Then choose ‘Index’ from the pop-up menu.
If enabled, document thumbnails will appear on the left.

First page of batch will display first.

Index pane
Index existing batch

Entering ID and hitting TAB populates basic info
Index existing batch

Enter additional required info

Click save
Indexed page is removed from the batch. Next page is displayed.

Number of pages in batch is changed.
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

Click ‘Modify’ to keep the key index but change other index values
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

- 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.
Index existing batch – all remaining pages are the same student, same document type

Click ‘OK’
Index existing batch

[Image of ApplicationXtender Web Access]

All pages have been indexed in this batch. What do you want to do?

- Index Another Batch
- Import a New Batch
- Return to the Application Page
- View Indexed Document
- Log out of ApplicationXtender Web Access

[Image of ApplicationXtender Web Access]

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