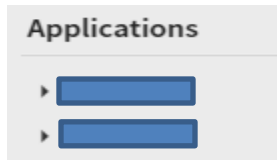


# AppXtender 8.1 – Indexing, Viewing, & Printing

1. Log into AppXtender

<https://webxt.odu.edu>

Enter your Midas ID and Password



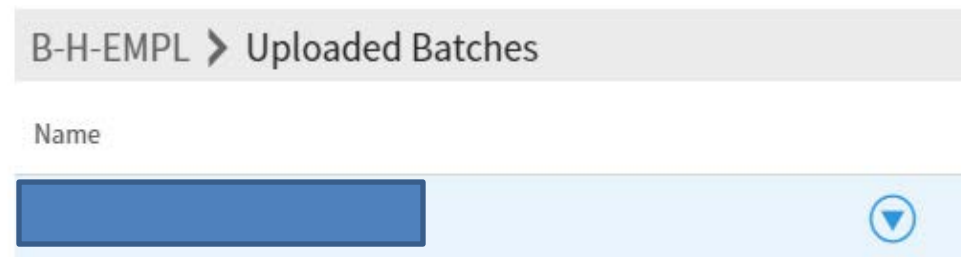
Select your application for your department.

2. Retrieve the Batches



Click **Manage Batches**

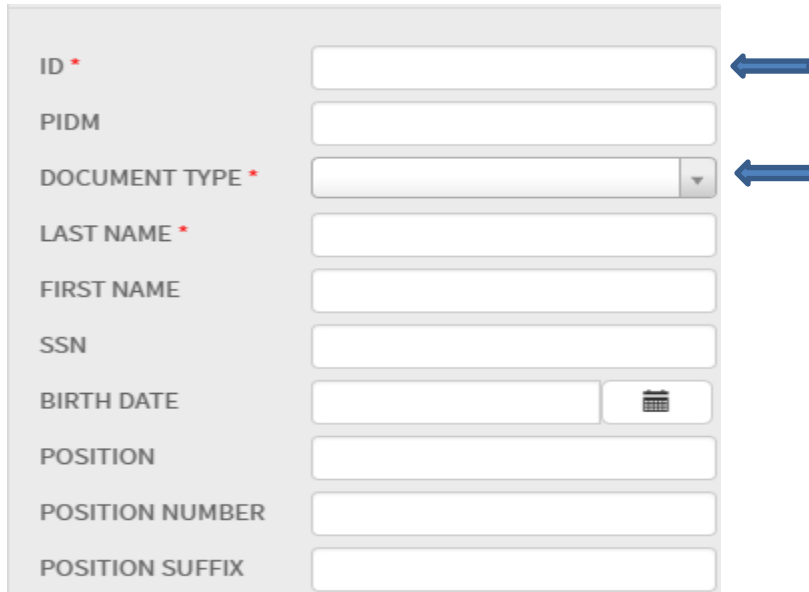
The batches appear



Click **down arrow**, Select **Index**

## AppXtender 8.1 – Indexing, Viewing, & Printing

### 3. Indexing



The form contains the following fields:

- ID \*
- PIDM
- DOCUMENT TYPE \*
- LAST NAME \*
- FIRST NAME
- SSN
- BIRTH DATE (with a calendar icon)
- POSITION
- POSITION NUMBER
- POSITION SUFFIX

Enter **UIN #** next to Index Name (ID)

PIDM, Last Name, First Name, SSN, and Birth Date will populate

Select **Document Type**

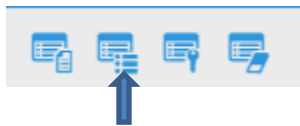
Make sure you are on the page that you are indexing



CANCEL SAVE

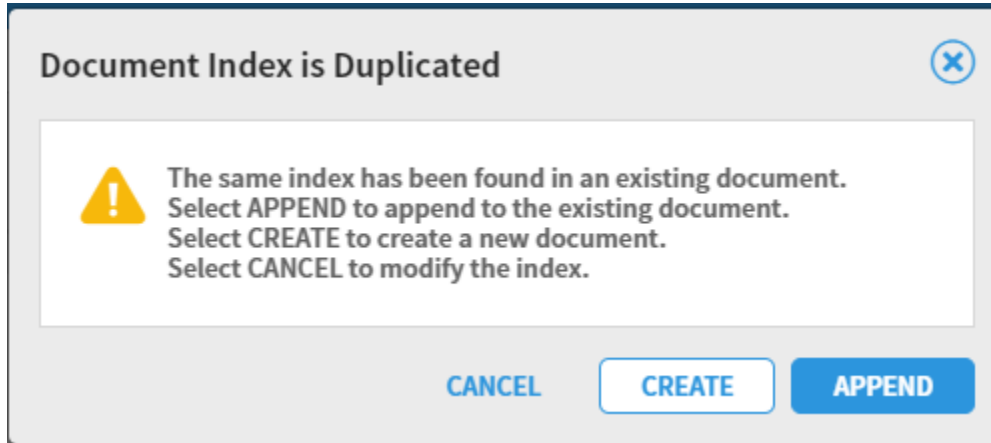
Click **Save**

- ✓ Always check for document types already set up by clicking **Select Indexes button**

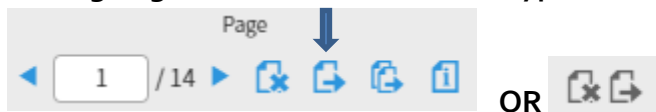


## AppXtender 8.1 – Indexing, Viewing, & Printing

The following message will appear if there is a duplicate document index.

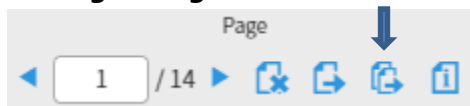


### 4. Adding Pages to Current Document Type:



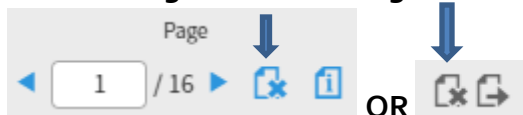
Click button, **Attach Current Page**

### 5. Adding all Pages to Current Document Type:



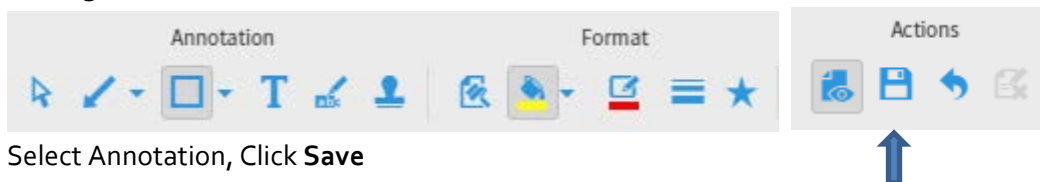
Click button, **Attach All Pages**

### 6. Delete a Page while Indexing:



Click the button, **Delete Page**

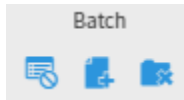
### 7. Adding Annotations to Document:



Select Annotation, Click **Save**

## AppXtender 8.1 – Indexing, Viewing, & Printing

### 8. Indexing to a Different Document Type:



Click **Create Another Document**

Enter **UIN #** next to Index Name (ID)

PIDM, Last Name, First Name, SSN, and Birth Date will populate

Select **Document Type**

Make sure you are on the page that you are indexing



Click **Save**

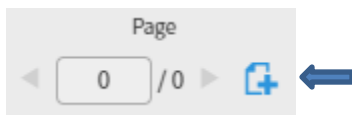
- ✓ Always check for document types already set up by clicking **Select Indexes button**



### 9. Importing Documents

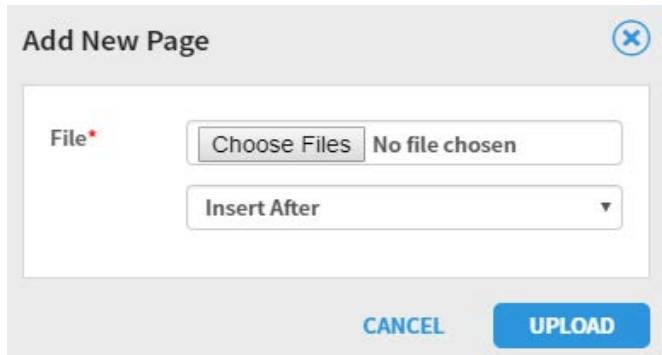


Select New Document



Click **Add Page**

## AppXtender 8.1 – Indexing, Viewing, & Printing



Click **Choose File**, Select **Insert Before/Insert After/Append**

Click **Upload**

OR

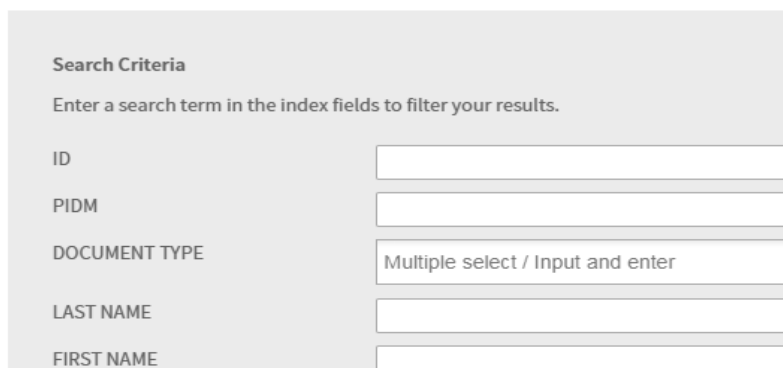
**Drag and Drop File** from your directory

### 10. View Documents



Select **New Query**

New Search - B-H-EMPL




Enter **Search Value(s)** next to Index Name



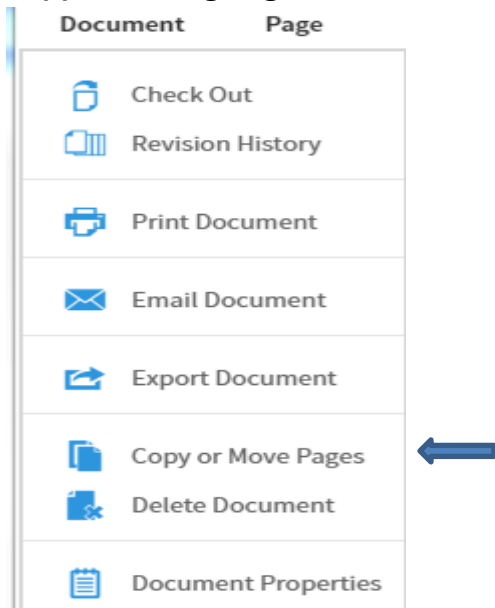
Click **Run**

Query results will appear

Click the down arrow,  select **Open**

# AppXtender 8.1 – Indexing, Viewing, & Printing

## 11. Copy or Moving Page(s) when Viewing Documents



Click **Document**, Copy or Move Pages

A screenshot of a dialog box titled 'Copy or Move Pages to New Batch'. The dialog box has a close button in the top right corner. It contains the following fields and options:

- Document Pages:** A text input field containing '1-3'.
- Include Page Versions:** A checkbox that is currently unchecked.
- Target Application:** A dropdown menu showing 'B-H-EMPL'.
- Batch Name:** A text input field containing 'cholland - 4/26/2018 4:16:25 PM'.
- Index New Document:** A checkbox that is currently unchecked.

At the bottom of the dialog box, there are three buttons: 'CANCEL', 'COPY', and 'MOVE'.

Enter Document Pages, ex: 1-5

Target Application, your department application

Batch Name (defaults to your username and date/time)

Click Index new Batch document button if you want to index immediately

Click Copy or Move

**Note:** if you copy batch, will need to delete documents in current document type)

If you do not click Index New Batch document button, documents will appear in Batch List

## AppXtender 8.1 – Indexing, Viewing, & Printing

### 12. Modify a Document Type

When viewing documents



Click **MODIFY**

Make Changes



Click **Save**

### 13. Print Documents

When viewing documents



Click **Print**

Make sure pop-up blocker is tuned off

