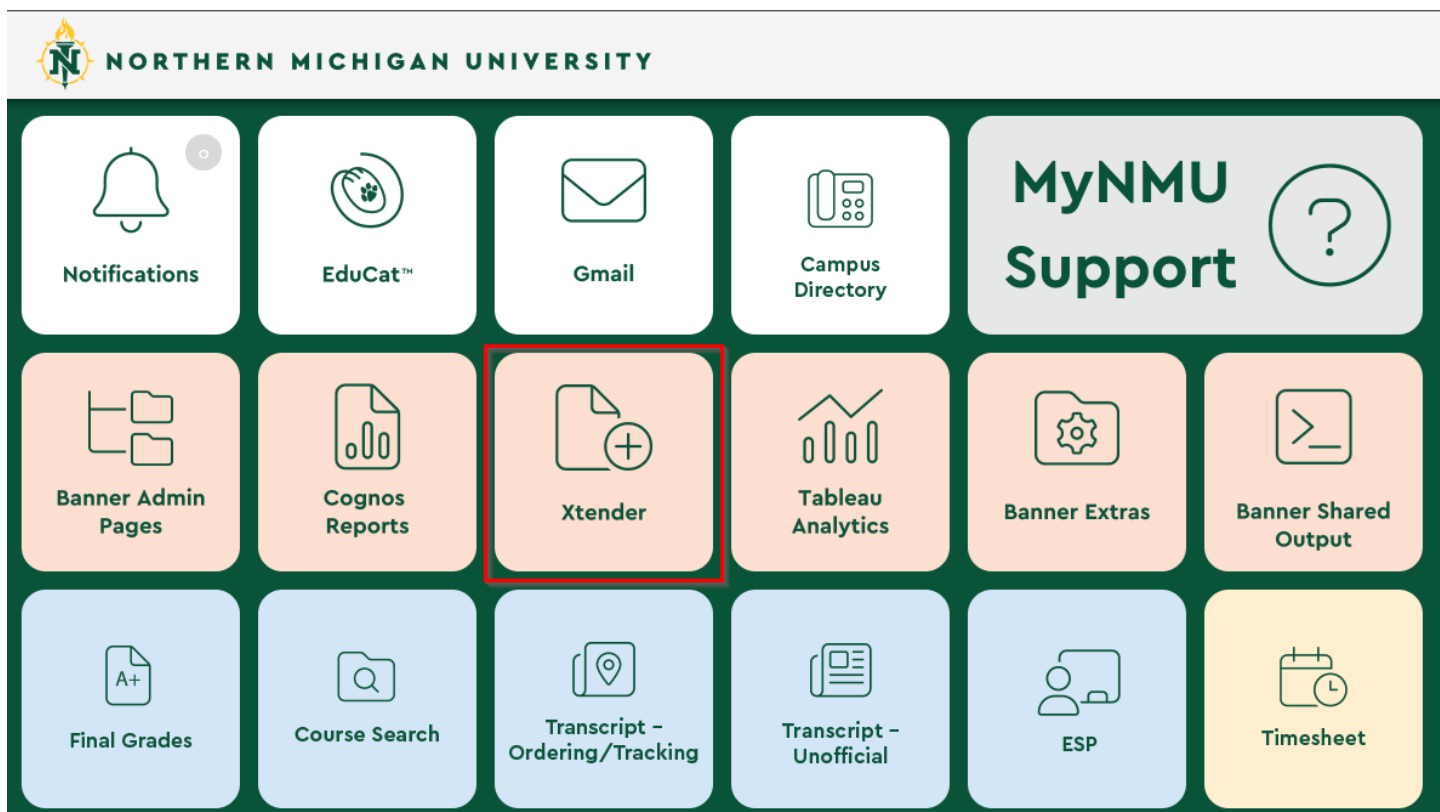


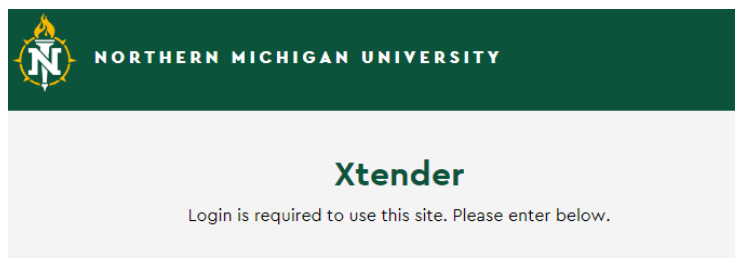
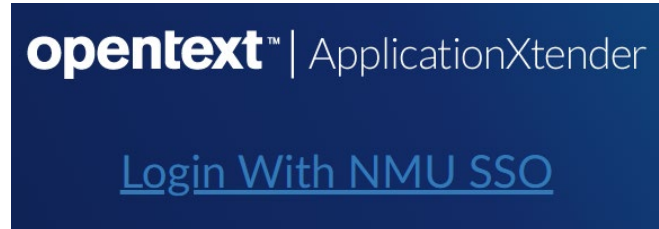
HOW TO ACCESS XTENDER

The URL for Xtender is <https://axweb.nmu.edu/AppXtender/?sso=true>. This link can be bookmarked or you can access Xtender through MyNMU.



Please note that the Xtender tile may be in a different location on your MyNMU page if you've customized your tiles.

Your username is the beginning of your NMU email address (before the @ symbol). Your Xtender password is the same as your MyNMU password.



Email Address

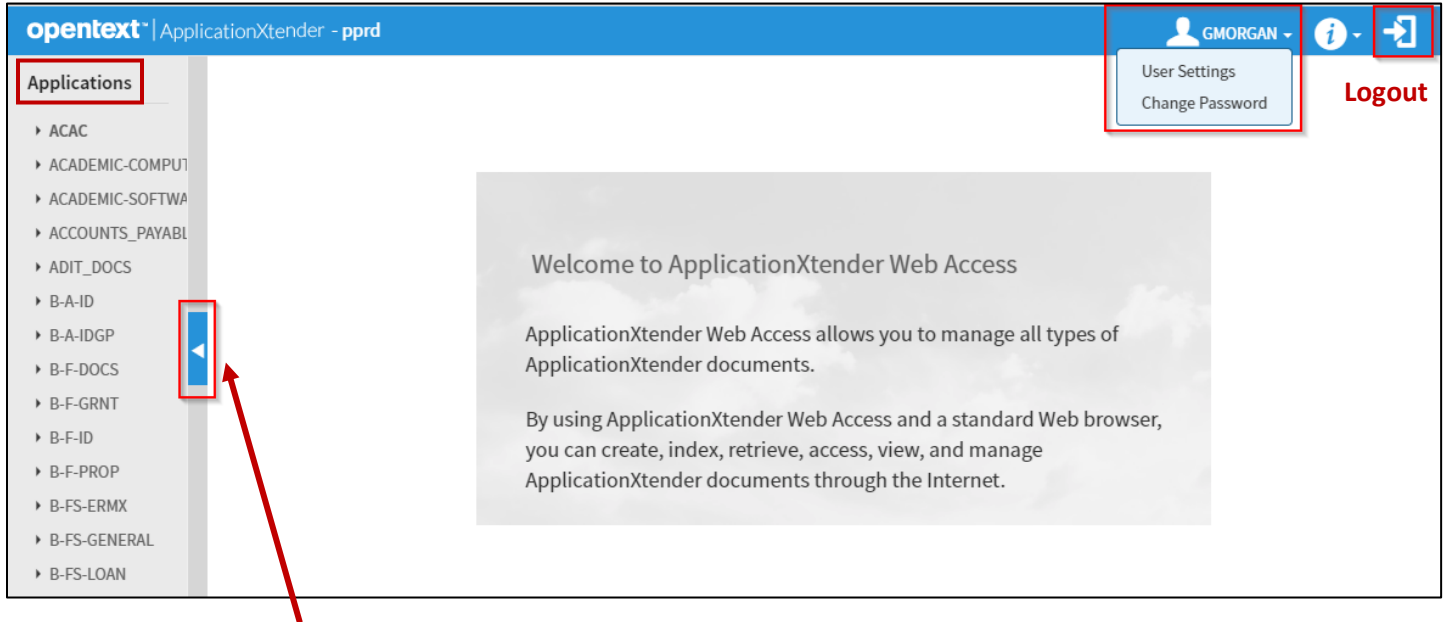
Password

[Forgot my password](#)

LOGIN

HOME PAGE

This is the Xtender homepage:

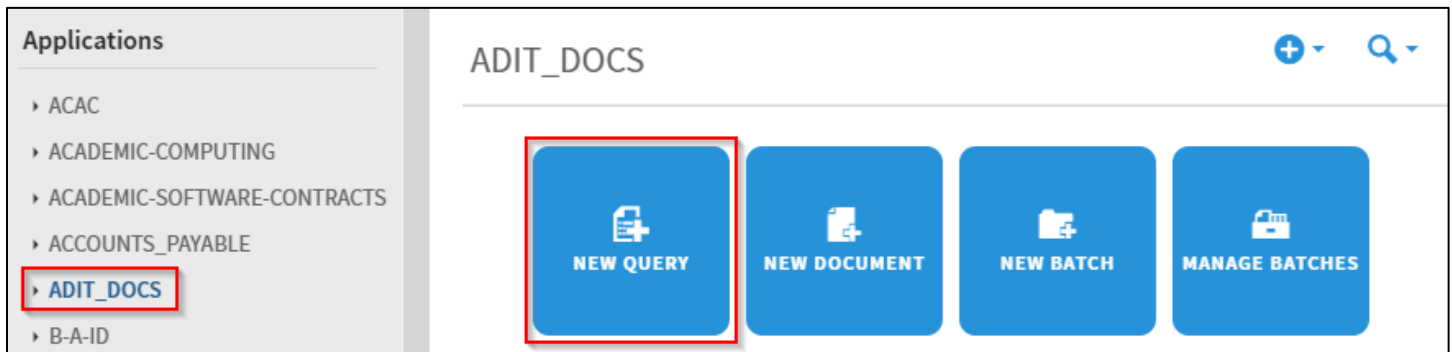


Click here to
collapse/expand/resize
the sidebar

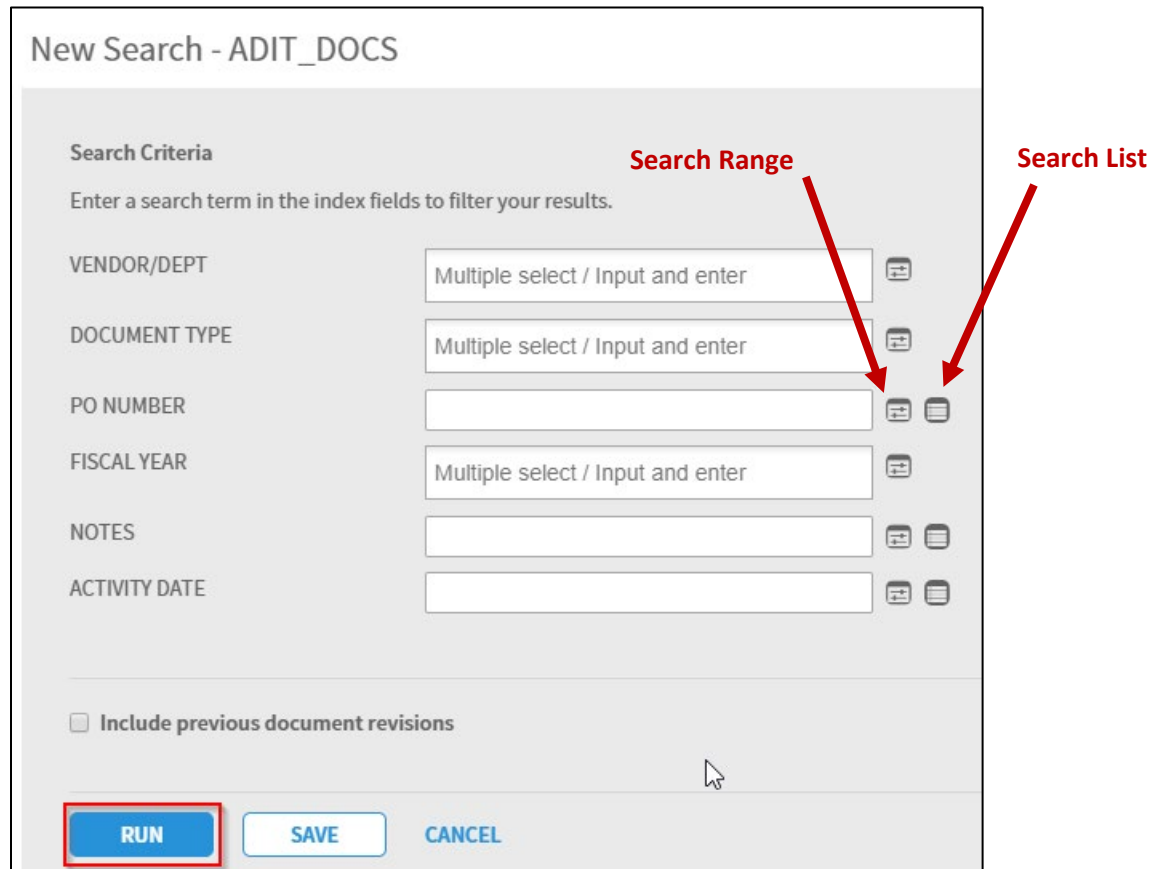
Applications are listed on the left side of the page. Each application contains similar types of documents such as financial aid, purchase orders, housing, HR data, etc. It is likely that you will only have access to a few applications based on the documents you need to view, scan, or upload.

SEARCHING FOR A DOCUMENT

To search for a document, double click on the application name then select New Query.



Fill out as much of the search criteria as desired and click Run.



New Search - ADIT_DOCS

Search Criteria
Enter a search term in the index fields to filter your results.

VENDOR/DEPT: Multiple select / Input and enter

DOCUMENT TYPE: Multiple select / Input and enter

PO NUMBER: [Text Field]

FISCAL YEAR: Multiple select / Input and enter

NOTES: [Text Field]

ACTIVITY DATE: [Text Field]

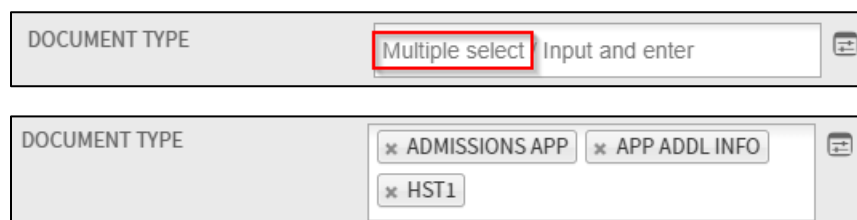
☐ Include previous document revisions

RUN **SAVE** **CANCEL**

Search Range (points to the 'Multiple select / Input and enter' text)

Search List (points to the list icon)

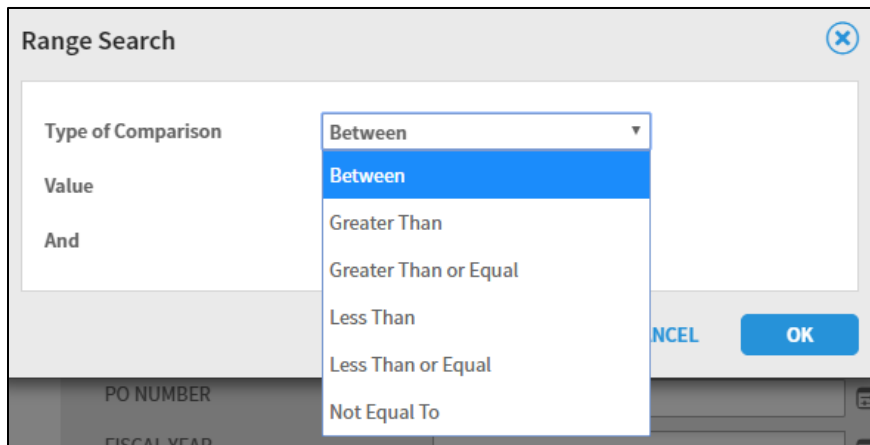
Some fields have a multiple select option. Click the white space in the field to make another selection. Click the X if you would like to remove an item from the search.



DOCUMENT TYPE: Multiple select Input and enter

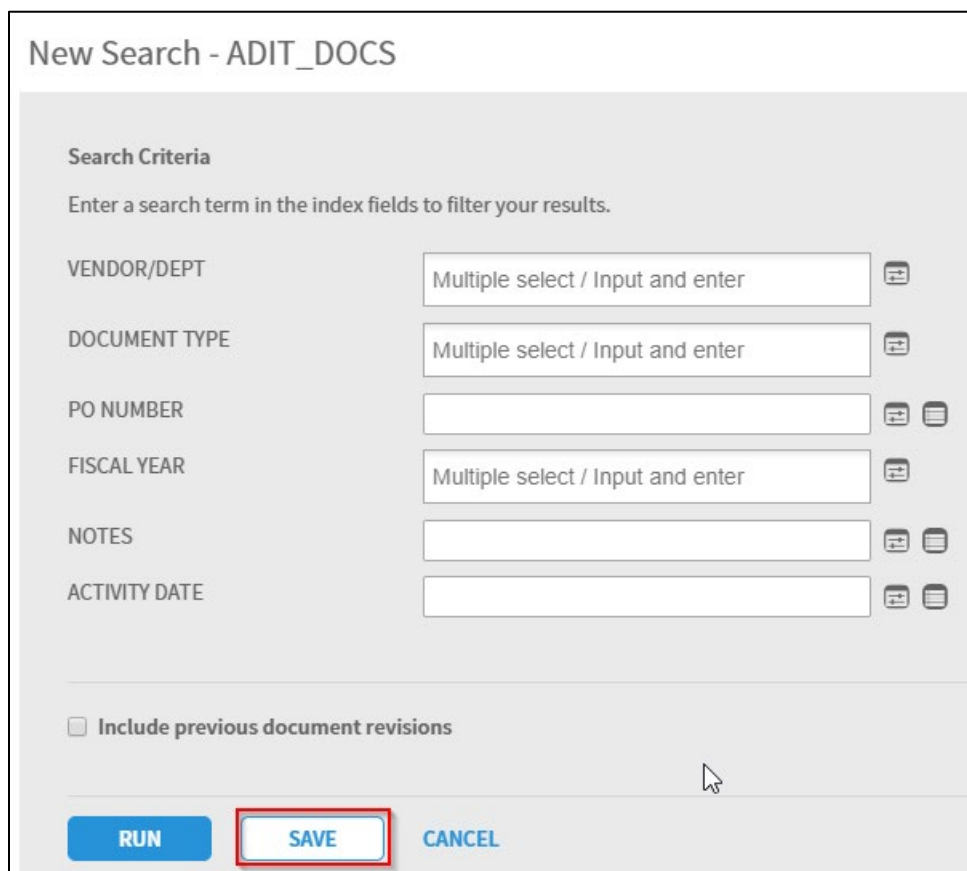
DOCUMENT TYPE: [X] ADMISSIONS APP [X] APP ADDL INFO [X] HST1

Range options:



The 'Range Search' dialog box is shown with a dropdown menu open for the 'Type of Comparison' field. The dropdown lists the following options: 'Between' (highlighted), 'Greater Than', 'Greater Than or Equal', 'Less Than', 'Less Than or Equal', and 'Not Equal To'. The dialog also includes fields for 'Value' and 'And', and buttons for 'CANCEL' and 'OK'.

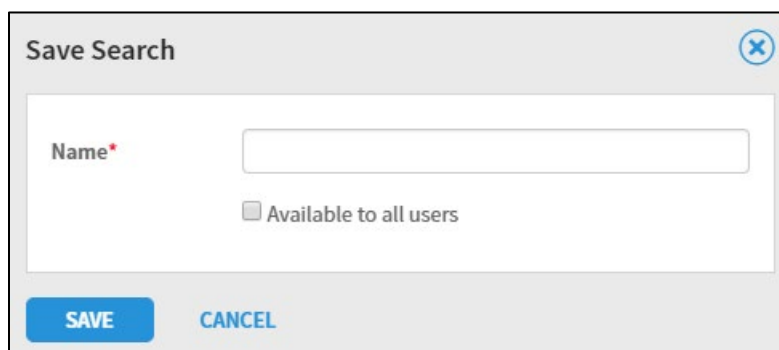
You also have the option to save the search criteria if you perform the same search frequently.



The 'New Search - ADIT_DOCS' dialog box contains the following search criteria fields:



















- VENDOR/DEPT: Multiple select / Input and enter
- DOCUMENT TYPE: Multiple select / Input and enter
- PO NUMBER: Input field
- FISCAL YEAR: Multiple select / Input and enter
- NOTES: Input field
- ACTIVITY DATE: Input field

Below the fields is a checkbox labeled 'Include previous document revisions'. At the bottom are three buttons: 'RUN', 'SAVE' (highlighted with a red box), and 'CANCEL'.



The 'Save Search' dialog box has a 'Name' field with a red asterisk indicating it is required. Below the field is a checkbox labeled 'Available to all users'. At the bottom are two buttons: 'SAVE' and 'CANCEL'.

Search results:

Query Results							
ADIT_DOCS > New Search > Query Results				Text Search			
<input type="checkbox"/>	VENDOR/DEPT		DOCUMENT TYPE	PO NUMBER	FISCAL YEAR	NOTES	ACTIVITY DATE
<input type="checkbox"/>	 ADIT		MISC		1112		2015-02-26 17:40:2
<input type="checkbox"/>	 ADIT		CONTRACTS	TESTTEST			2015-01-05 11:25:2
<input type="checkbox"/>	 ADIT		NOTES		1112		2014-12-30 12:03:5
<input type="checkbox"/>	 ADIT		CONTRACTS		1112	REGONLINE AGREEMENT	2011-06-06 15:06:0
<input type="checkbox"/>	 ADIT		MISC		1011	BANNER CAPP AND CUSTOM COMPLIANCE RPTING	2011-01-14 10:49:3
<input type="checkbox"/>	 ADIT		MISC	P4	0910	PAGE 4	2009-08-19 15:39:1
<input type="checkbox"/>	 ADIT		MISC	P3	0910	PAGE 3	2009-08-19 15:38:2
<input type="checkbox"/>	 ADIT		MISC	P2	0910	PAGE 2	2009-08-19 15:37:3
<input type="checkbox"/>	 ADIT		MISC	P1	0910	PAGE 1	2009-08-19 15:36:5

Other useful icons/features:

VENDOR/DEPT Click on any of the field names to sort the query results. The default is to sort ascending. Click the field name again to sort descending or to remove the sort.



Hover over the page icon to show a preview of the document. Click the page icon to open the document.



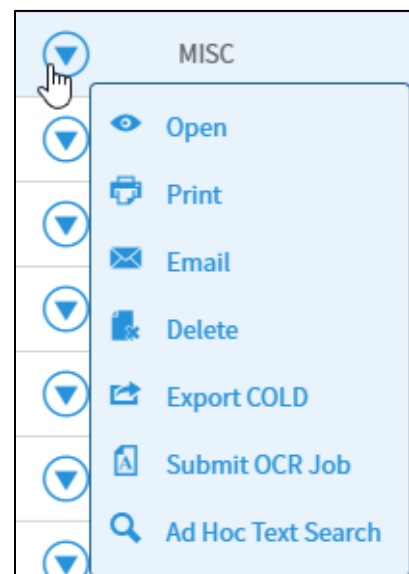
Click the settings icon to customize the query results. Columns can be removed and added to the query screen by unchecking/checking the boxes.

Customize Query Results

Display	Index Field
<input checked="" type="checkbox"/>	VENDOR/DEPT
<input checked="" type="checkbox"/>	DOCUMENT TYPE
<input checked="" type="checkbox"/>	PO NUMBER
<input checked="" type="checkbox"/>	FISCAL YEAR
<input checked="" type="checkbox"/>	NOTES
<input checked="" type="checkbox"/>	ACTIVITY DATE

CANCEL
SAVE

Document option menu:



SUPPORTED FILE TYPES

Xtender supports the following file types:

1. Adobe Portable Document Format (PDF) files
2. Image files (JPEG, GIF, TIFF, Windows Bitmap, PCX, DCX, and TGA)
3. Rich Text Format (RTF) files
4. Text files (TXT)
5. Hypertext Markup Language (HTML) files
6. Extensible Markup Language (XML) files

All other file types (such as Word documents and Excel spreadsheets) are considered foreign files.

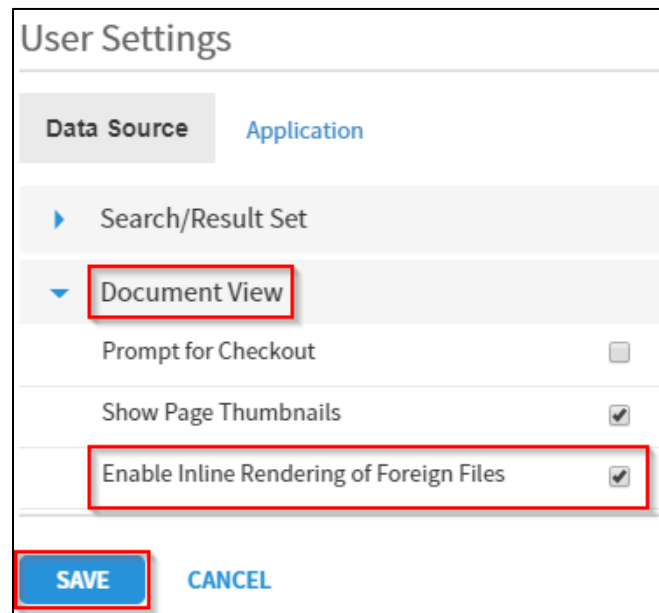
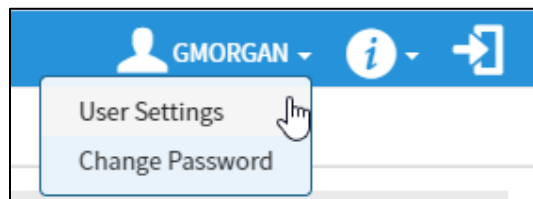
Foreign files can be viewed by **downloading** the file to your computer *or* **rendering** the file within the Xtender window. The rendered version displays a simpler format of the document. To see the complete formatting, download the file.

Download Foreign File [Testing.docx](#)
Render Foreign File [Testing.docx](#)

To automatically render foreign files, go to:

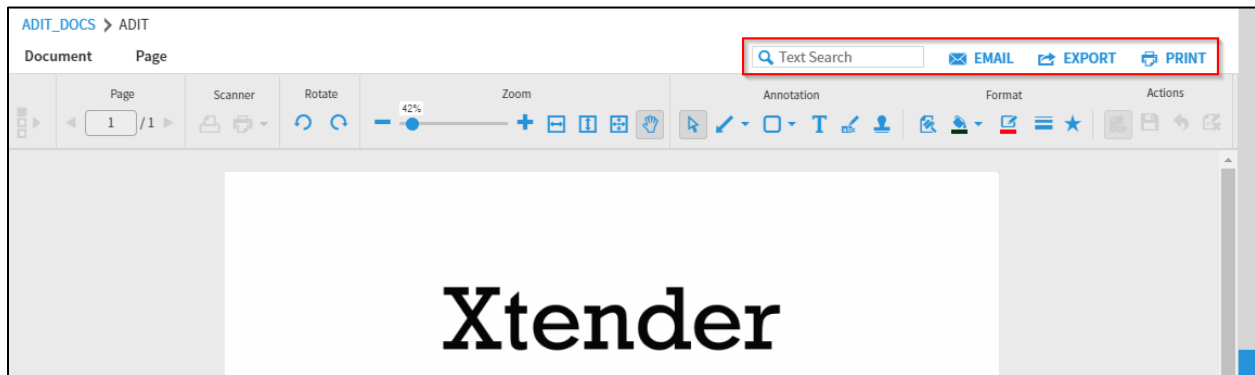
User Settings > Document View > Enable Inline Rendering of Foreign Files

Then click the Save button at the bottom of the screen.



PRINTING, EXPORTING, & TEXT SEARCH

When you open a document, it will be displayed in the document viewer. The Print, Export, and Text Search icons are near the top of the screen on the right side.

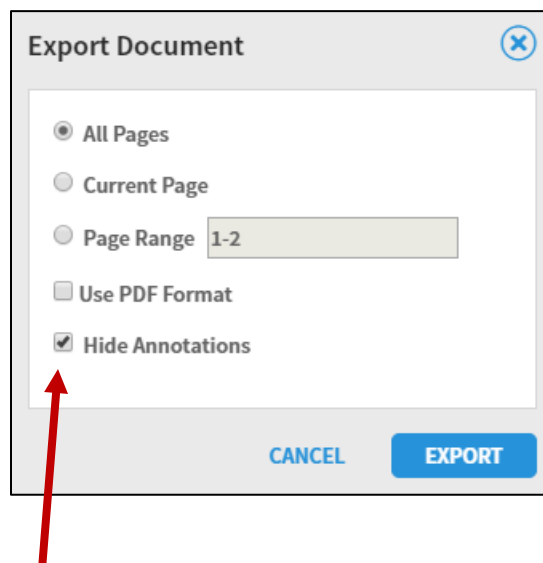


The Text Search feature will search the document for specified text. **This will *only* work for PDFs.**

At this time, the Email function has been disabled but may be enabled in the future.

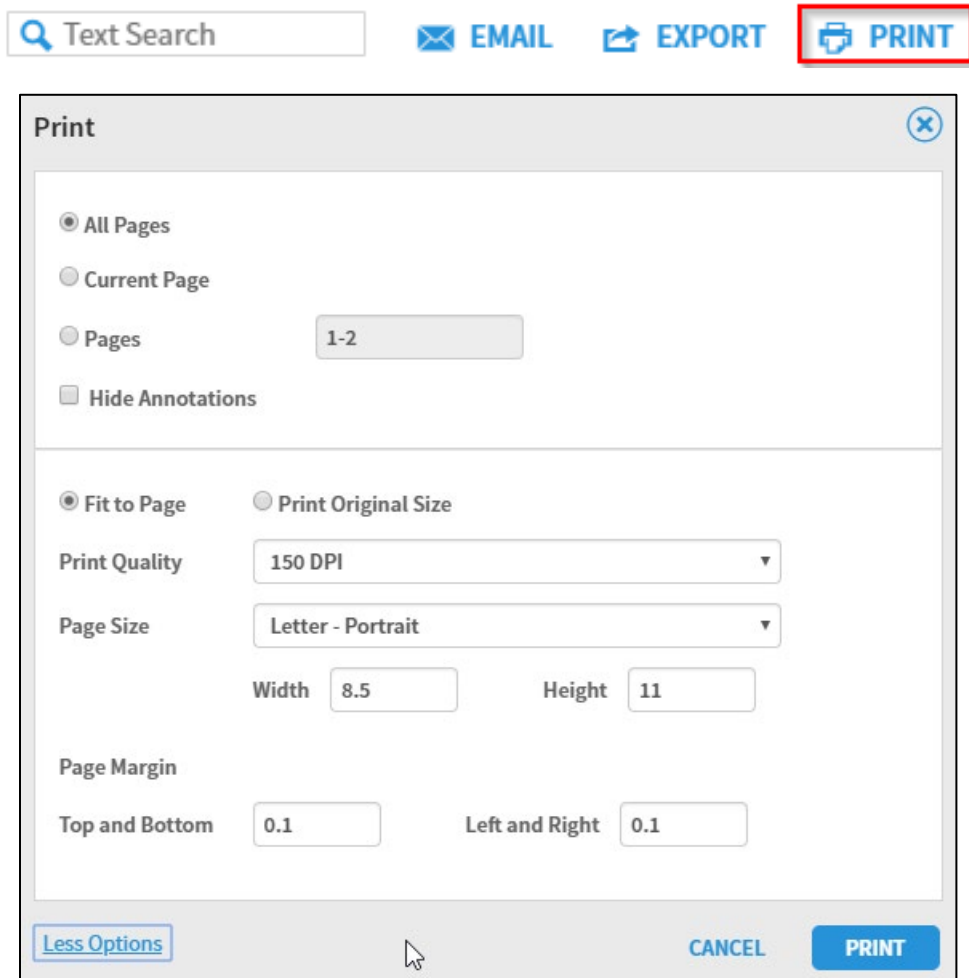


The Export button allows you to export the document to a file on your computer.

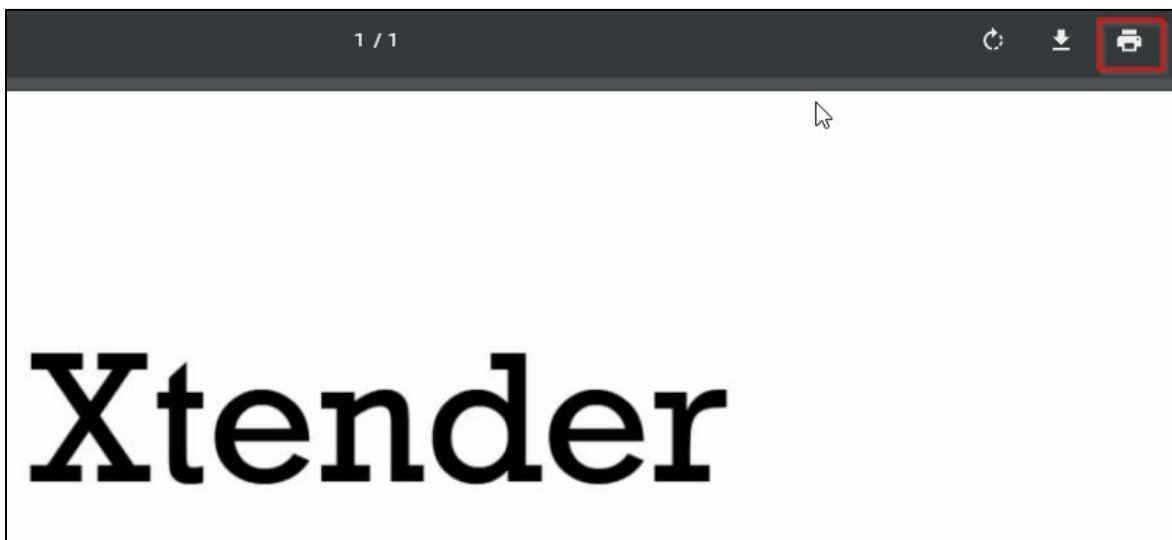


Use this button to hide or show annotations when printing or exporting a document.

The Print button provides many options such as printing the current page, a page range, switching the document orientation, adjusting margins, etc. Some of these options can be seen by clicking the More Options button.

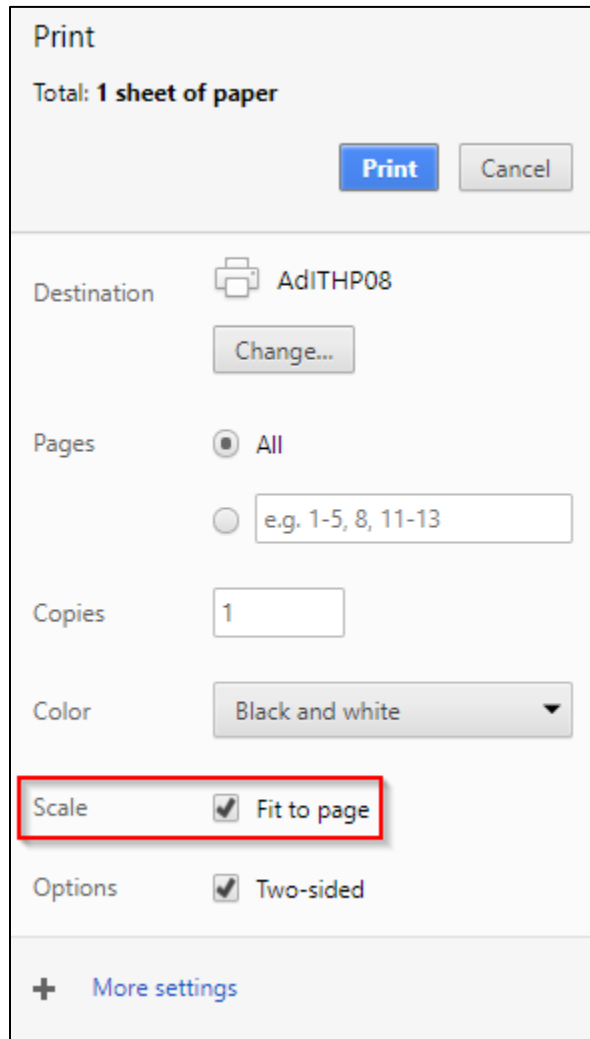


Once you click the Print button, a new tab containing the document will open.



This is where you will select the printer and change other settings such as two-sided and color printing.

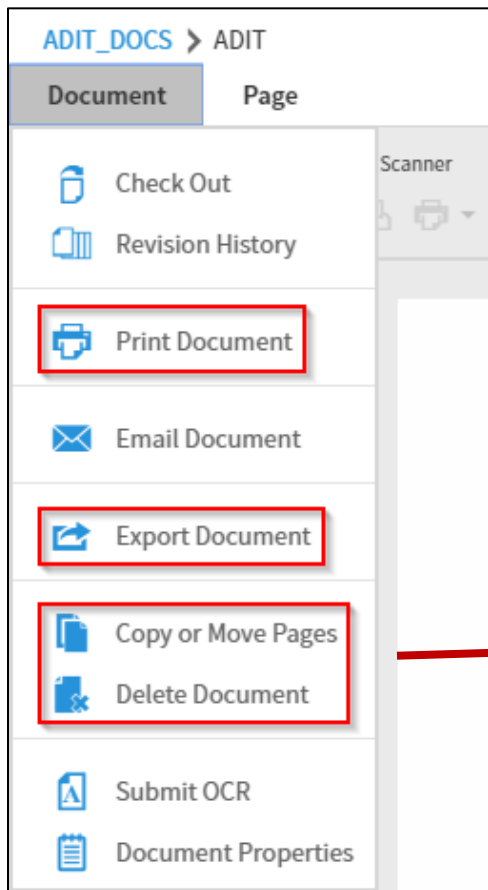
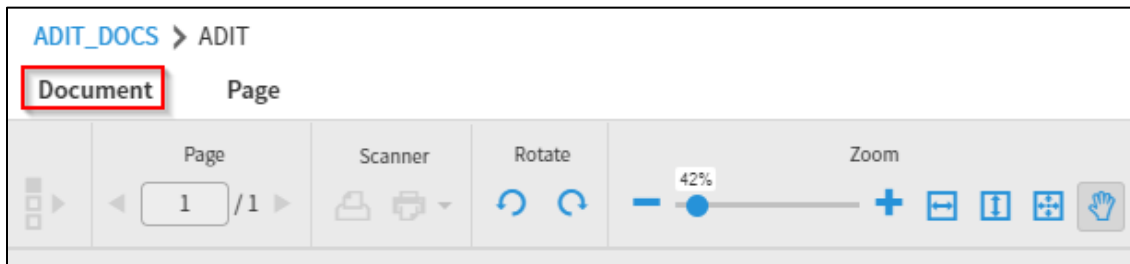
You may have to check the “Fit to page” box for the document to print correctly.



The image shows a 'Print' dialog box with the following settings:

- Print** (button)
- Cancel** (button)
- Total:** 1 sheet of paper
- Destination:** AdITHP08 (with a printer icon and a 'Change...' button)
- Pages:** ☒ All, ☐ e.g. 1-5, 8, 11-13
- Copies:** 1
- Color:** Black and white (dropdown menu)
- Scale:** ☒ Fit to page (this section is highlighted with a red box)
- Options:** ☒ Two-sided
- + More settings** (link)

The Print and Export functions are also under the Document menu.

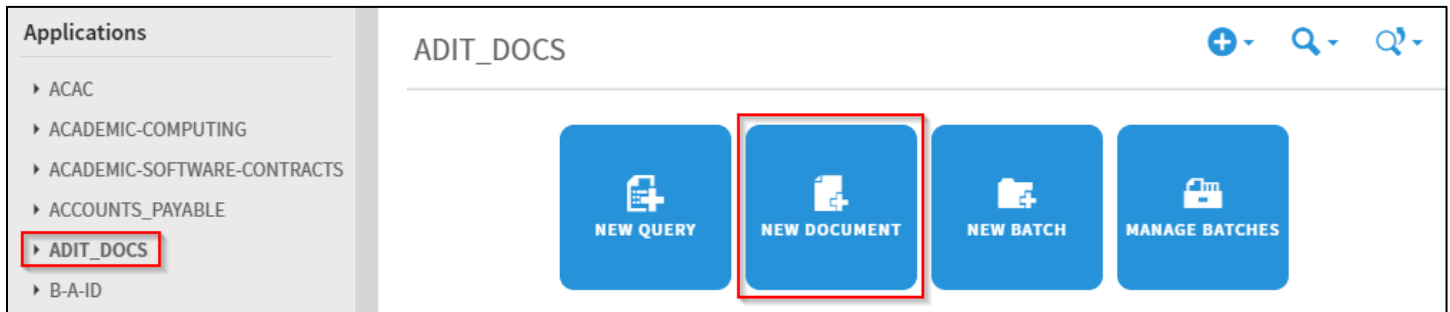


These options are only available to users that have permission to modify and delete documents.

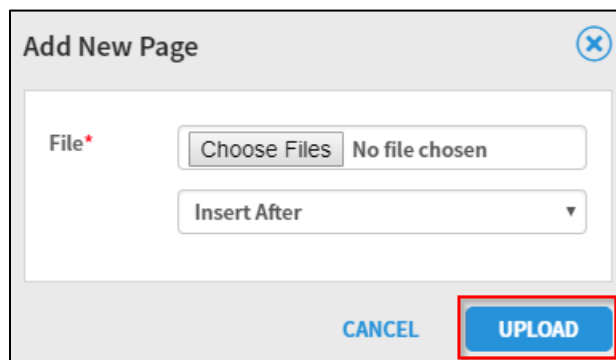
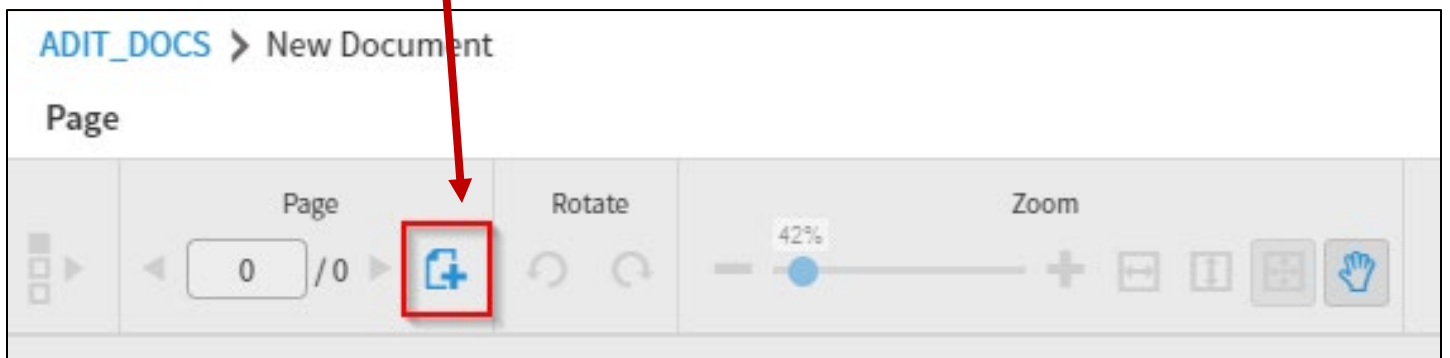
Use caution when using the Delete Document button. Deleted documents can be retrieved but the process is difficult and time-consuming.

UPLOADING & INDEXING

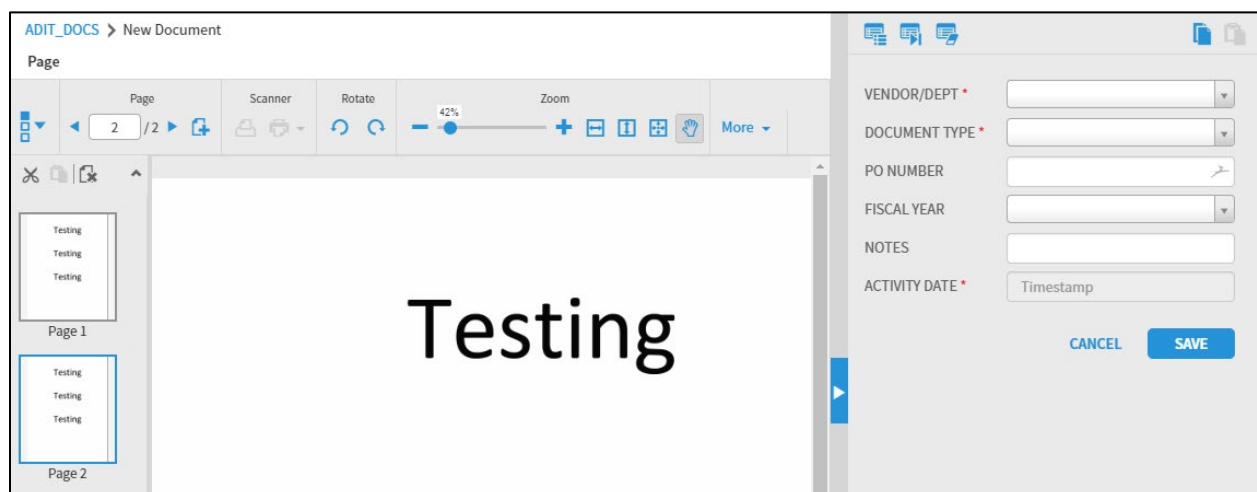
To upload a document, click on the application name then select New Document.

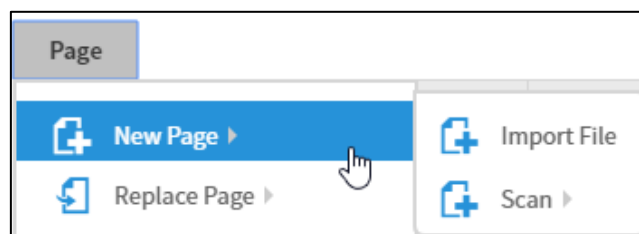
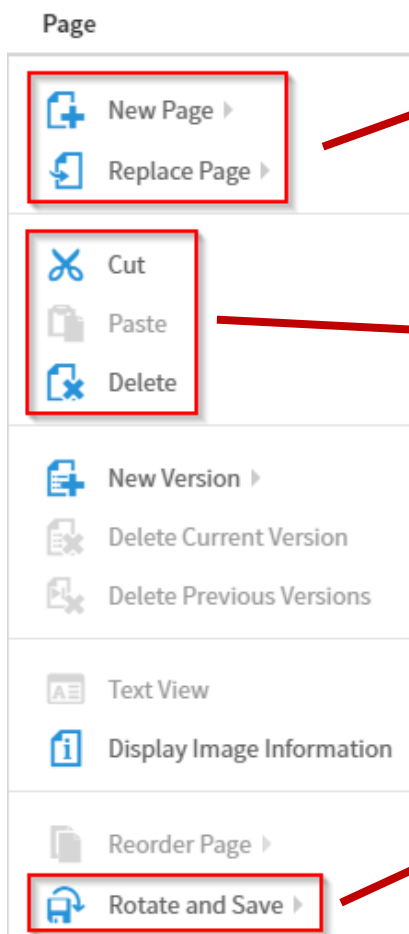
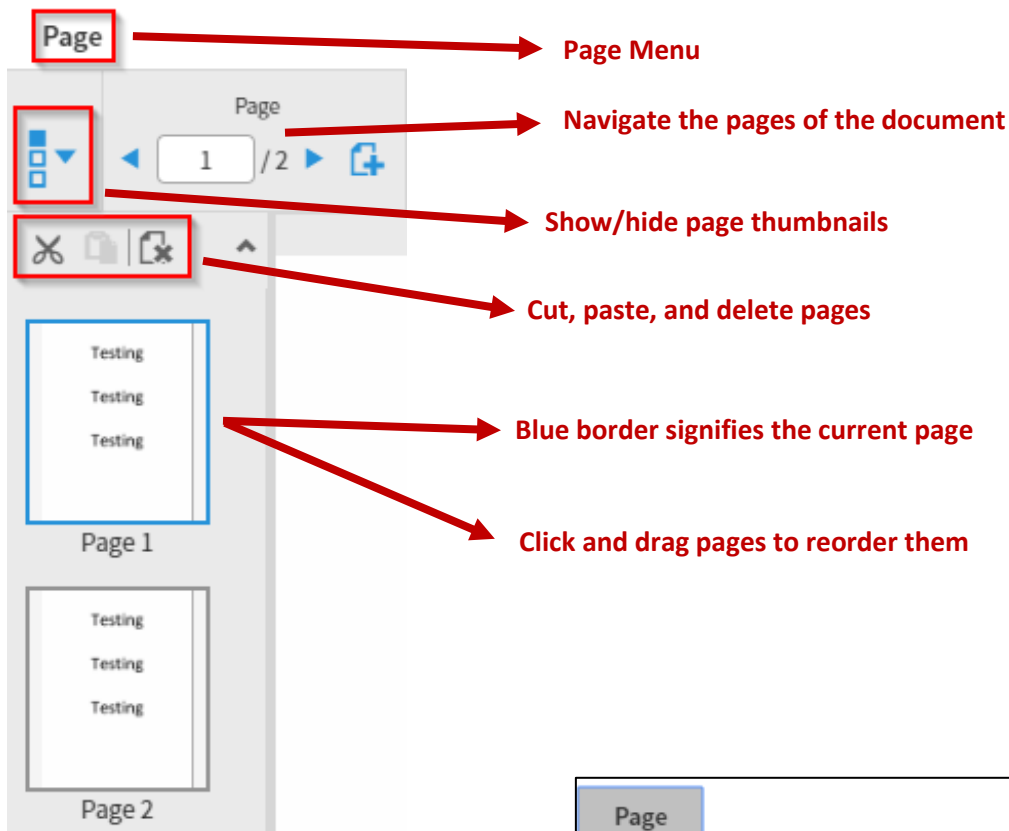


Click the Add Page icon, then locate the file on your computer and click Upload.

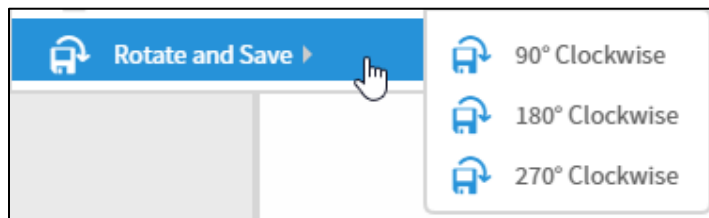


The document will appear in the window. You have the option to make modifications before saving it.



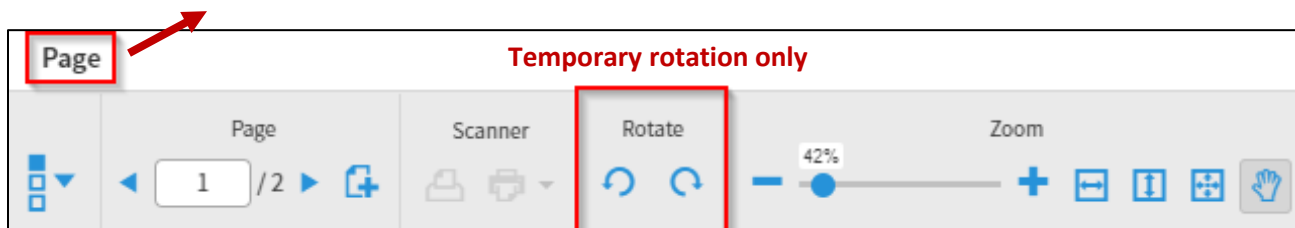


The cut, paste, and delete options are also available in the Page menu



The rotate buttons on the toolbar will only *temporarily* rotate a page. If you would like to permanently rotate a page, use the Rotate and Save function in the Page Menu which was shown on the previous page of this training document.

Rotate & Save
located in this menu

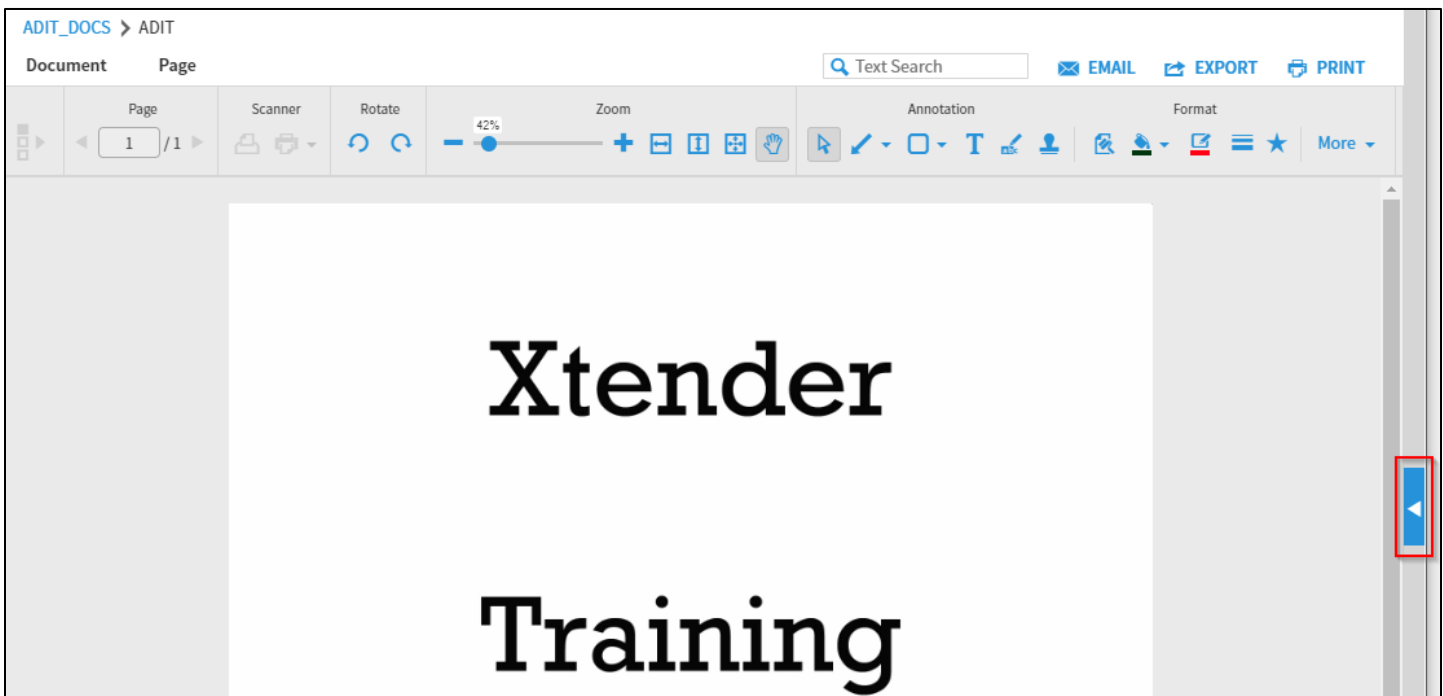
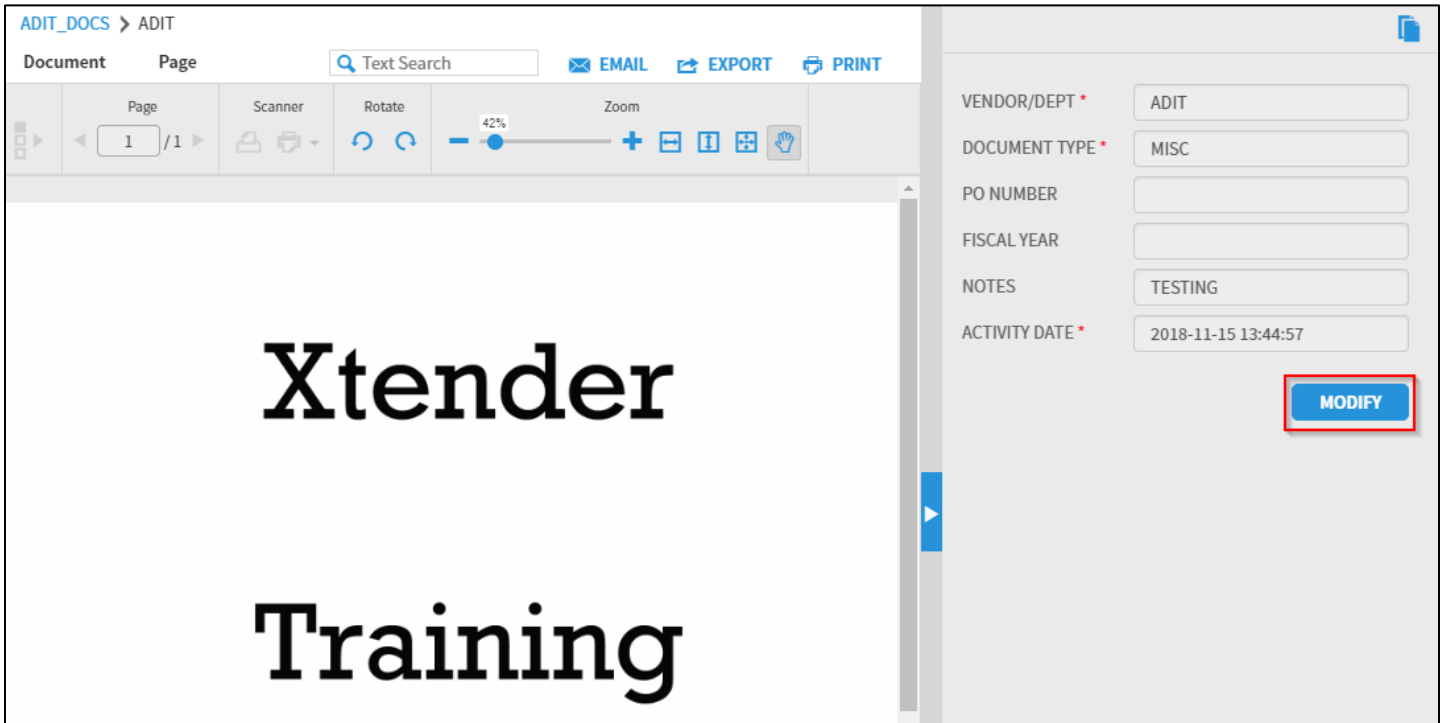


Once you're done making modifications to the document, fill out the index, then click Save.

The fields with a red asterisk are required.

A screenshot of a document index form. It contains several input fields: 'VENDOR/DEPT *' (dropdown), 'DOCUMENT TYPE *' (dropdown), 'PO NUMBER' (text field with a search icon), 'FISCAL YEAR' (dropdown), 'NOTES' (text area), and 'ACTIVITY DATE *' (text field with 'Timestamp' pre-filled). At the bottom are 'CANCEL' and 'SAVE' buttons. The form has a light gray background and a simple border.

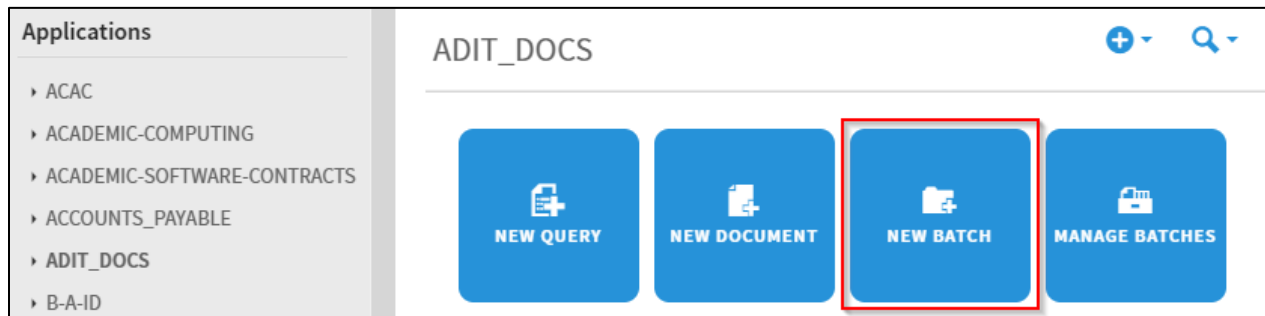
To modify an index, open the document and click on the Modify button. If the index sidebar is collapsed, click on the arrow on the right side of the screen.



UPLOADING A BATCH

A batch consists of multiple documents that will be indexed separately.

To upload a batch, click on the application name then select New Batch.

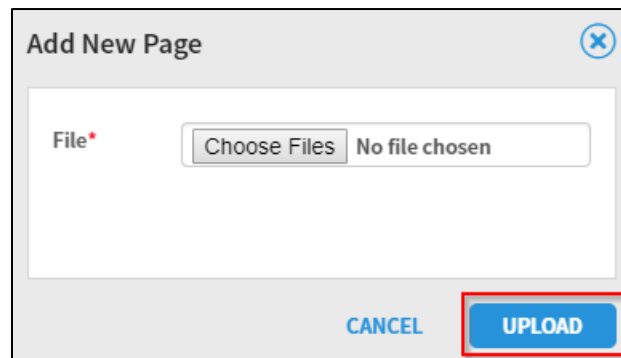
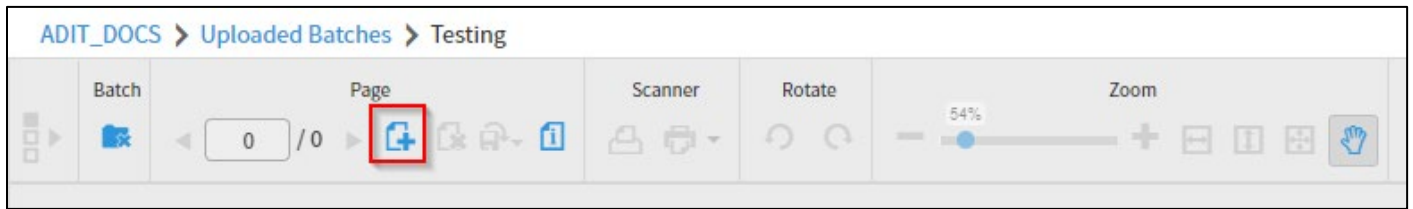


Name the batch and click Continue.

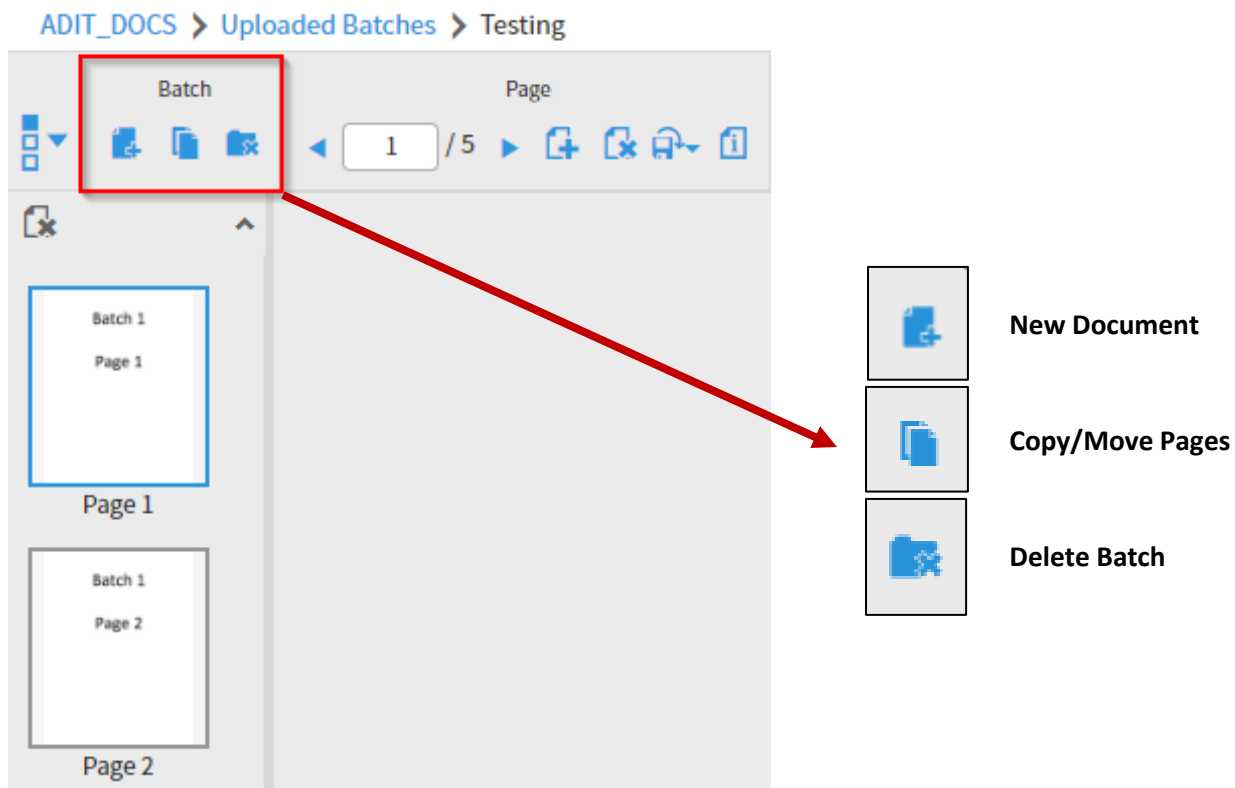
The screenshot shows the 'Upload New Batch' dialog box. It has a title bar with a close button. The form contains the following fields and options:

- Application***: A dropdown menu with 'ADIT_DOCS' selected.
- Name ***: A text input field containing 'Testing'. This field is highlighted with a red rectangular box.
- Batch Security***: Three radio button options: 'Public' (selected), 'Private', and 'Group'. Below these is a dropdown menu.
- Description**: A large text area for entering a description.
- Buttons**: 'CANCEL' and 'CONTINUE' buttons at the bottom right. The 'CONTINUE' button is highlighted with a red rectangular box.

Click the Add Page icon, then locate the file on your computer and click Upload.

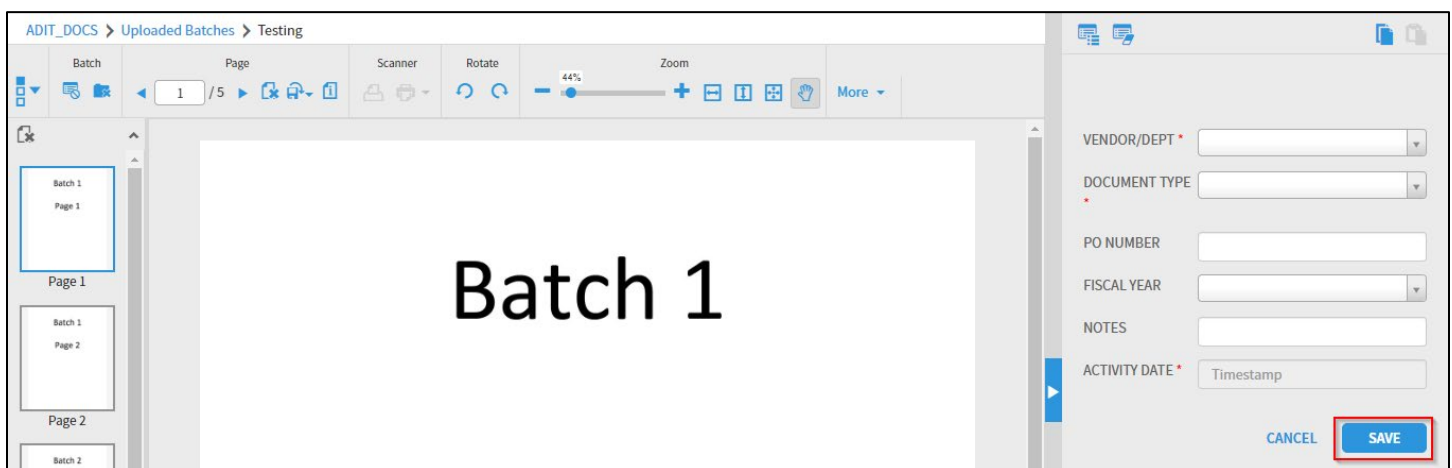


Click the New Document icon (see icon legend below) and the indexing sidebar will appear.



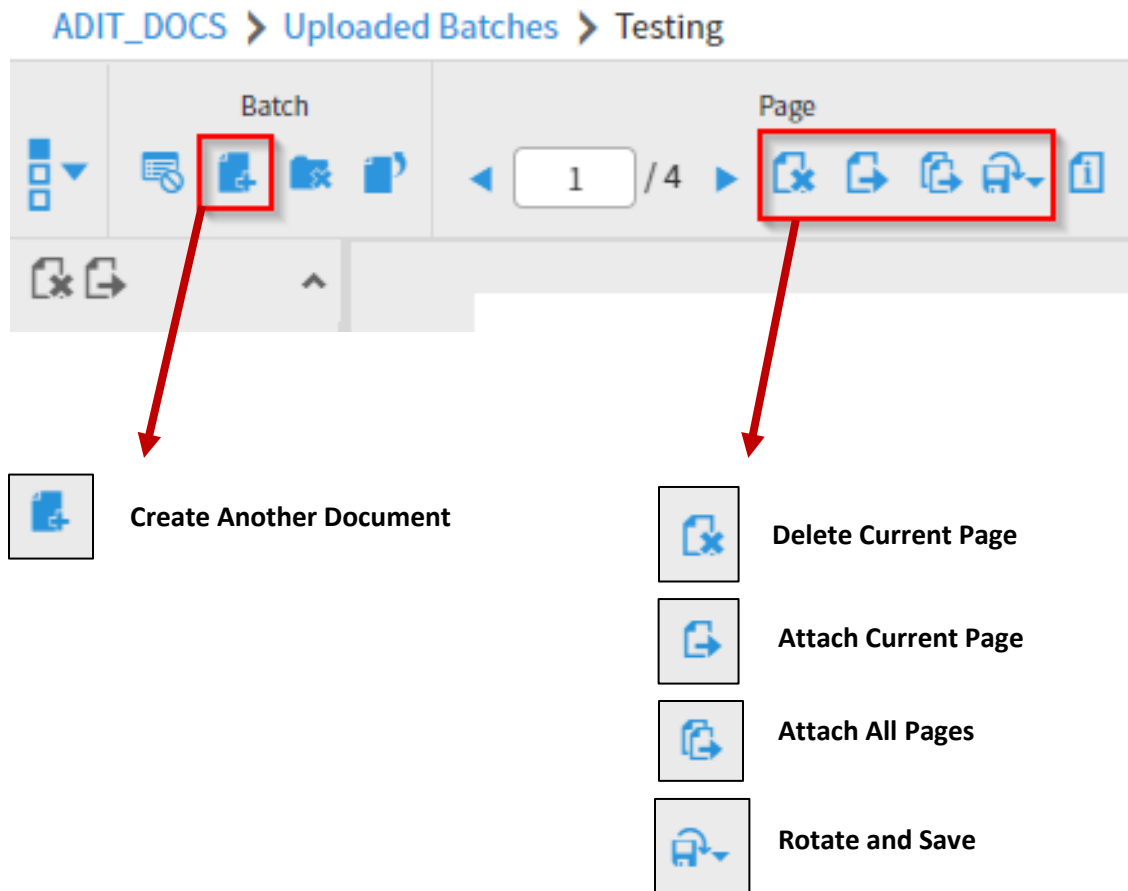
You can format the document or add annotations (see the Annotations or Uploading & Indexing sections for further instructions).

Fill out the index, then click Save.

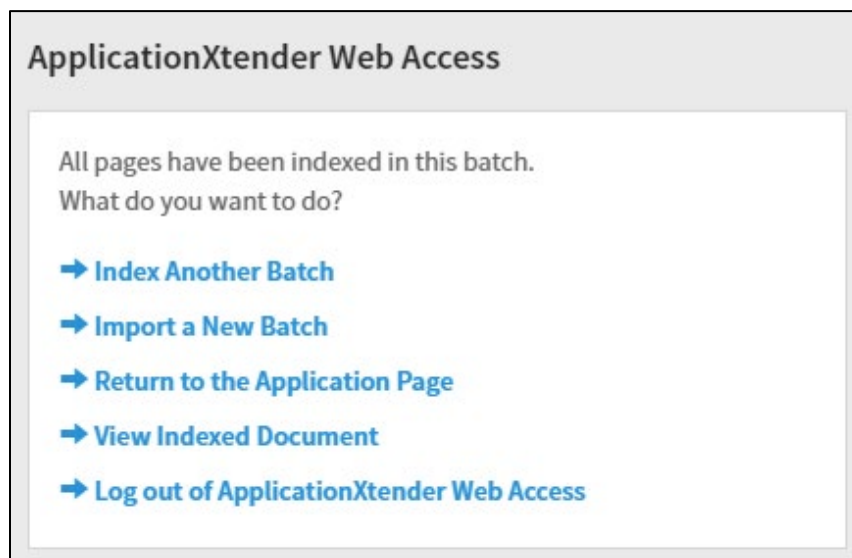


Use the Page icons to attach pages to your batch as needed.

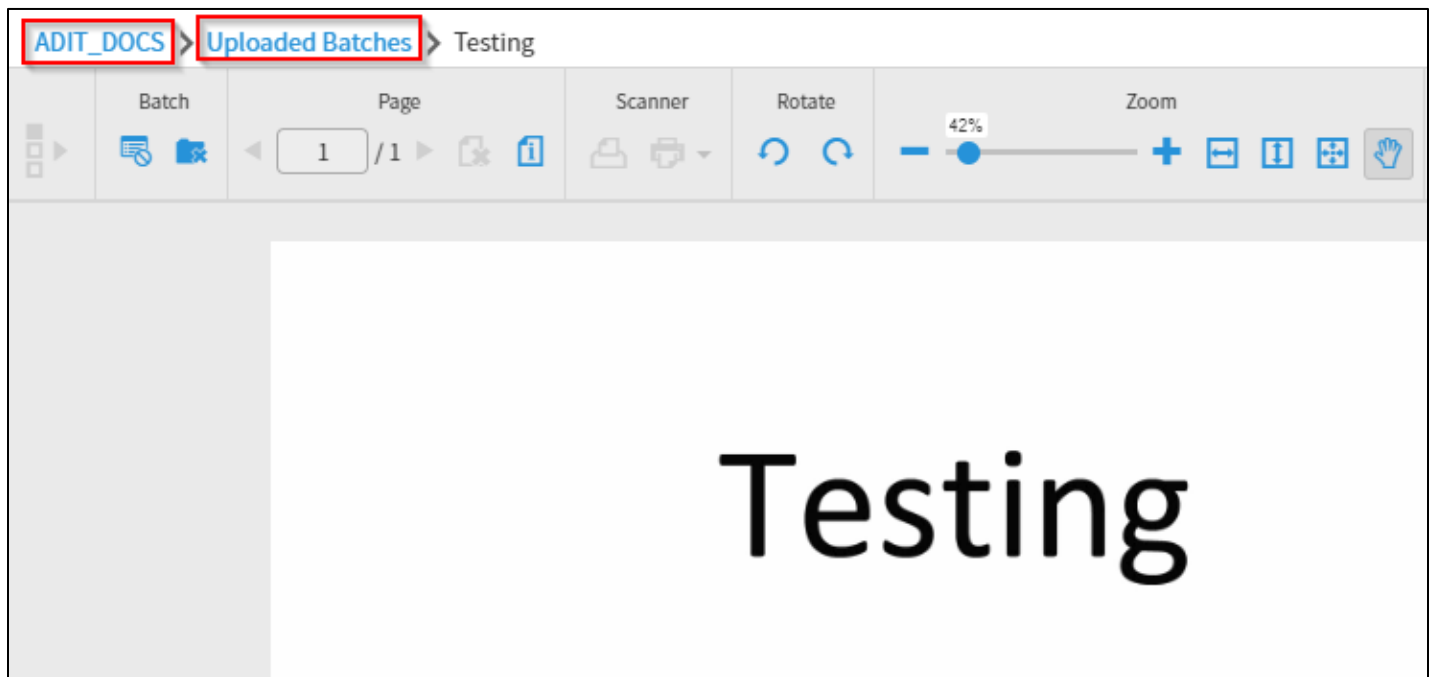
Click the Create Another Document icon when you have attached all necessary pages to the current document and are ready to move on to indexing the next document in your batch.



Once all pages in the batch have been indexed, the following window will appear:



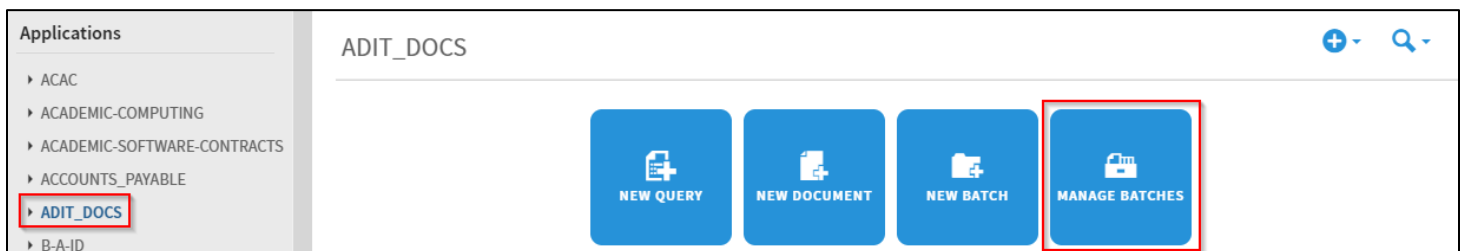
If you wish to exit the batch, use the breadcrumbs at the top of the screen to navigate to the Manage Batches screen or back to the application menu. You can return to the batch at a later time and finish indexing it.



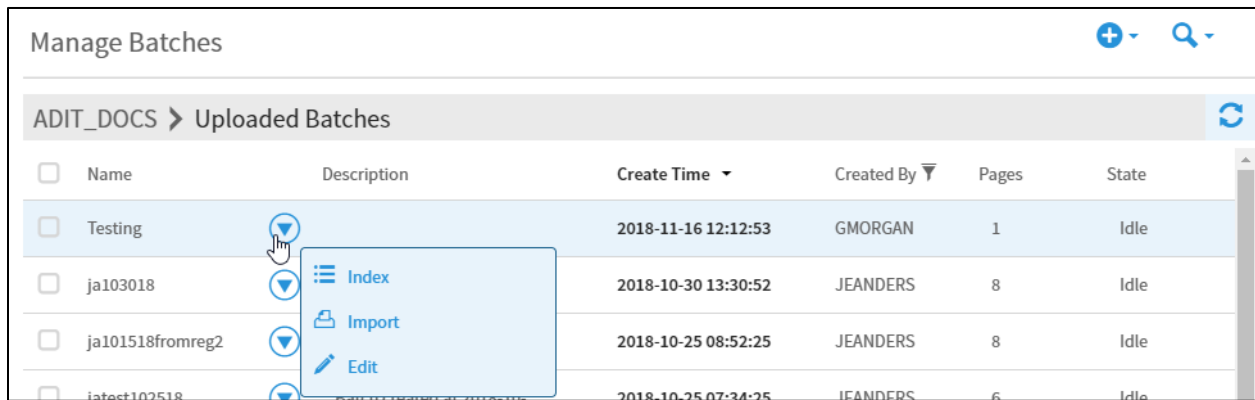
Manage Batches screen:

Manage Batches					
ADIT_DOCS > Uploaded Batches					
<input type="checkbox"/>	Name	Description	Create Time	Created By	Pages
<input type="checkbox"/>	Testing		2018-11-16 12:12:53	GMORGAN	1

This screen is also accessible by clicking the application name on the left side of the screen, then selecting Manage Batches.



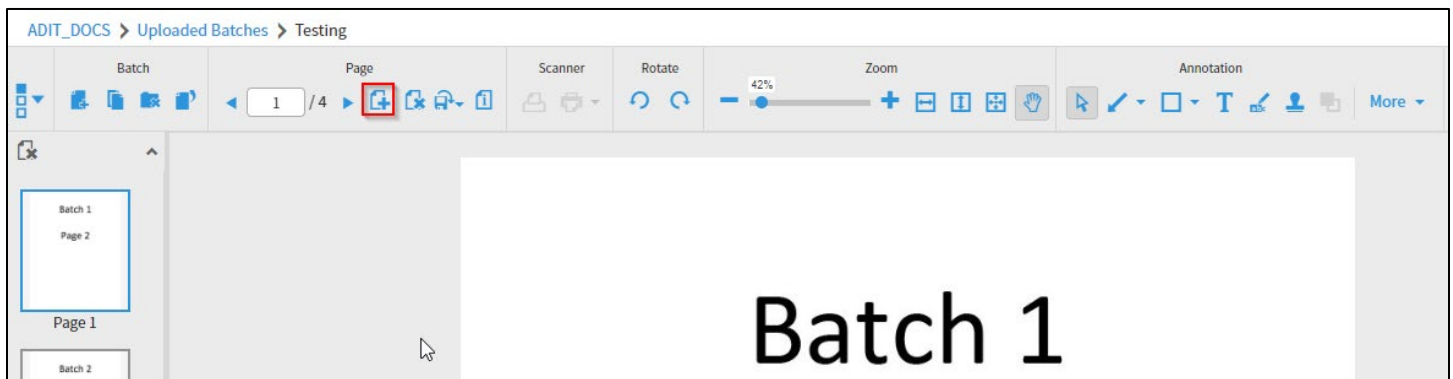
Click the blue arrow to view the batch options.



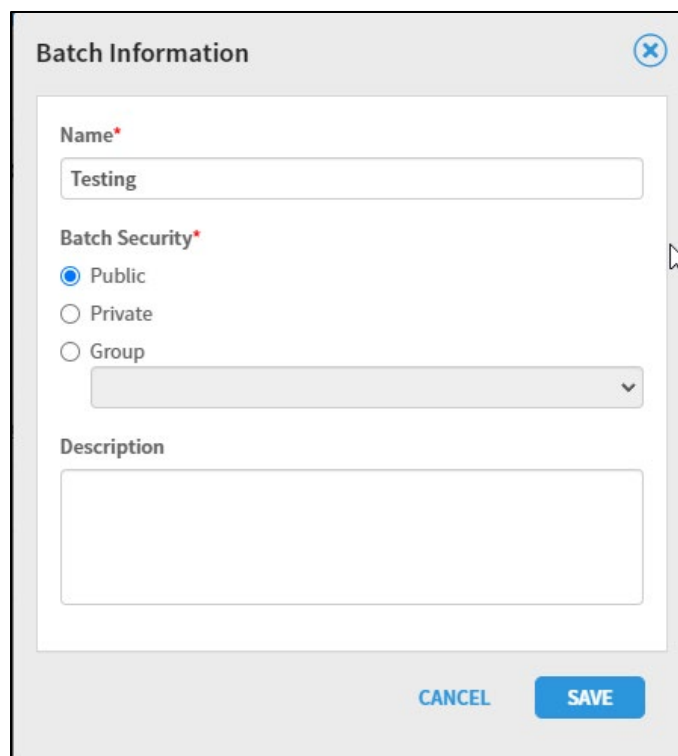
<input type="checkbox"/>	Name	Description	Create Time	Created By	Pages	State
<input type="checkbox"/>	Testing		2018-11-16 12:12:53	GMORGAN	1	Idle
<input type="checkbox"/>	ja103018		2018-10-30 13:30:52	JEANDERS	8	Idle
<input type="checkbox"/>	ja101518fromreg2		2018-10-25 08:52:25	JEANDERS	8	Idle
<input type="checkbox"/>	latest102518		2018-10-25 07:34:35	JEANDERS	6	Idle

The **Index** button allows you to resume indexing the batch.

The **Import** button allows you to add pages to the batch.



The **Edit** button allows you to change the name and description of the batch.



Batch Information

Name*
Testing

Batch Security*
☒ Public
☐ Private
☐ Group

Description

CANCEL SAVE

SCANNING DOCUMENTS

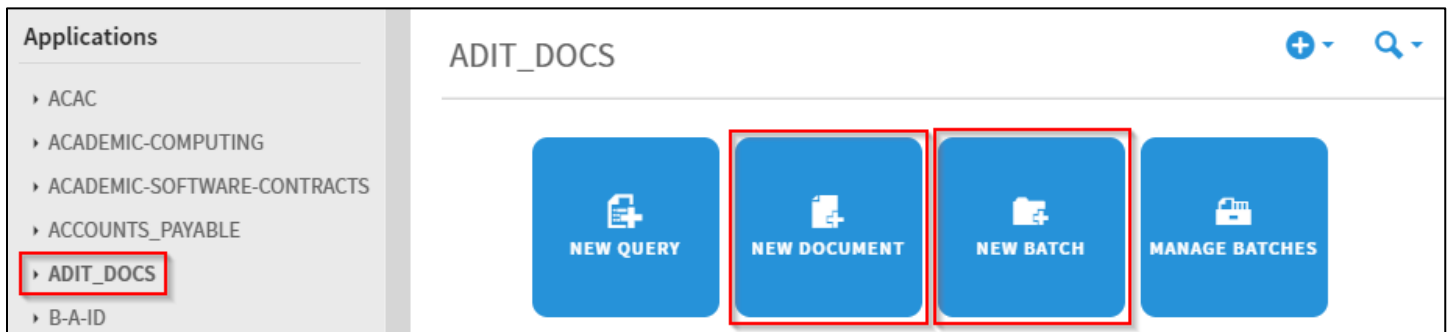
Initial Setup:

Xtender requires a one-time installation of a supporting software called Captiva Cloud Toolkit.

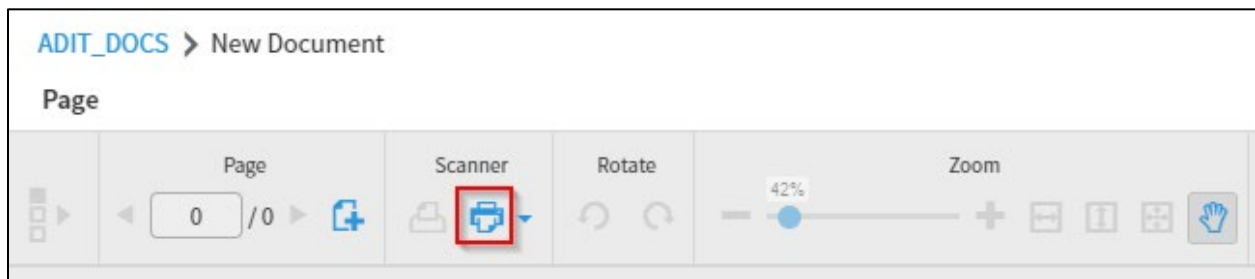
Please contact Genevieve Morgan (gmorgan@nmu.edu) to schedule an installation.

Once the initial setup has been completed, you are ready to scan. From the homepage, click the desired application then select New Document or New Batch.

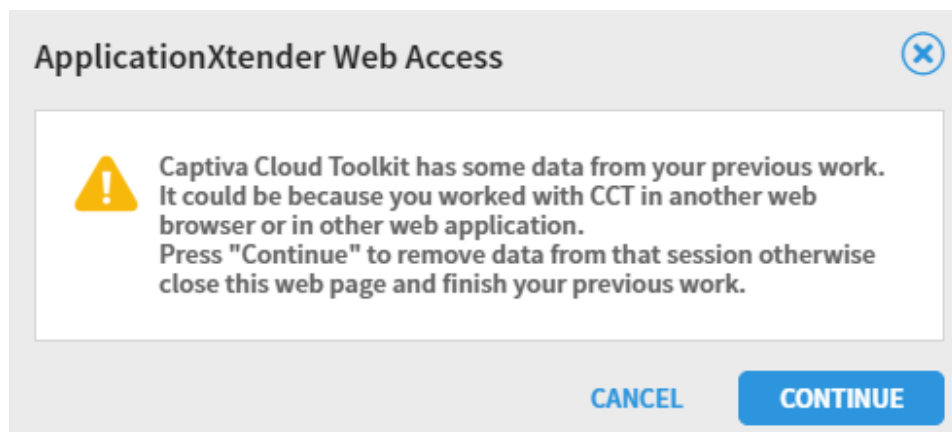
If you select New Batch, you will have to name the batch.



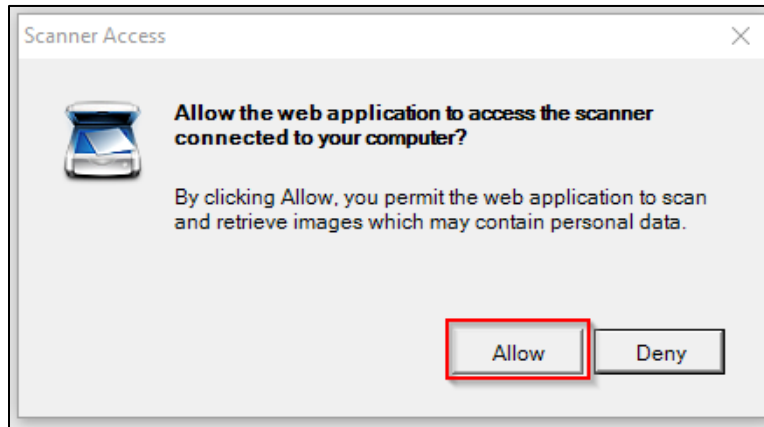
Click the Scanner icon (not the arrow).



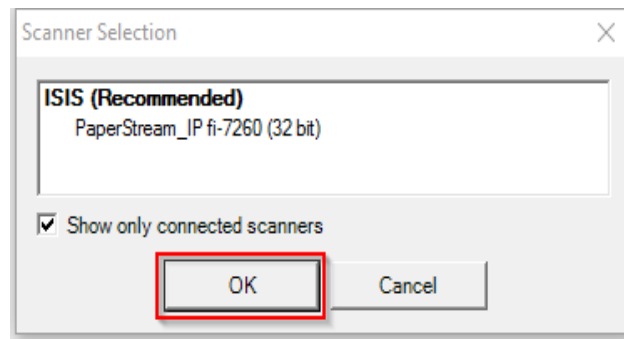
If the following message appears, click Continue.



Click Allow to give Xtender access to the scanner.



Select the scanner and click OK.



Click the arrow *next* to the Scanner icon to access the scan settings.



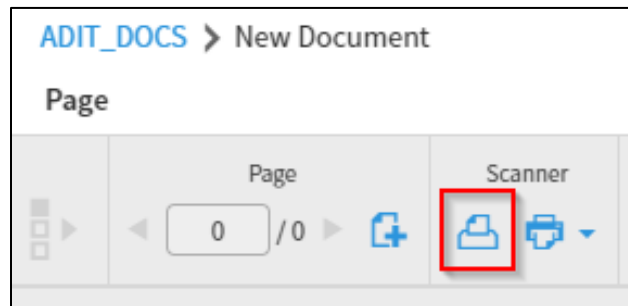
The **Color Format** must be black and white and the **Resolution** at a maximum of 200.

(Color scanning is permitted for transcripts when needed)

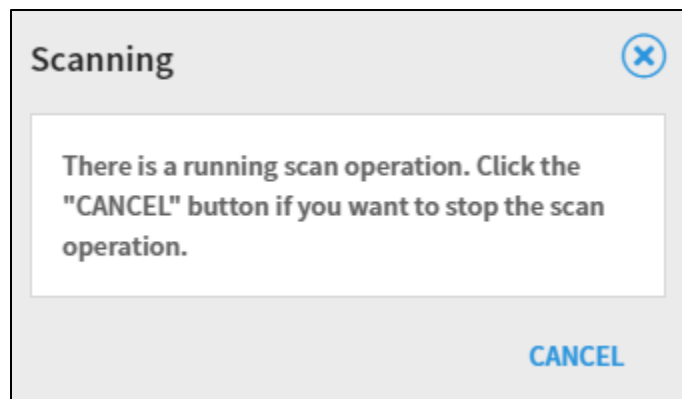
Change the **Scan Mode** to ADF (Front Side) if you are scanning a one-sided document.

The **Paper Size** can be adjusted to various sizes of paper such as letter or legal.

Once the settings are configured, load paper into the scanner and click Scan.



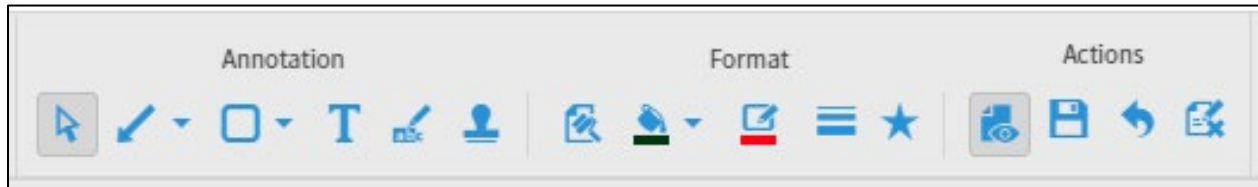
This message will appear during the scanning process:



Once the scan is complete, the pages will appear in the window and the document is available for editing and indexing.

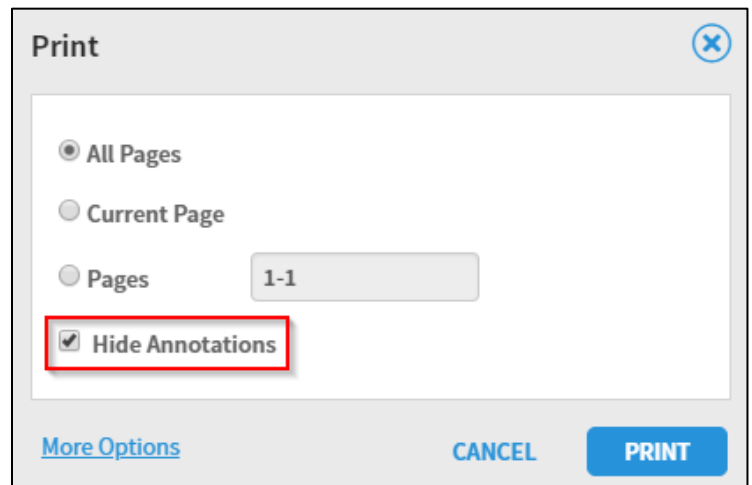
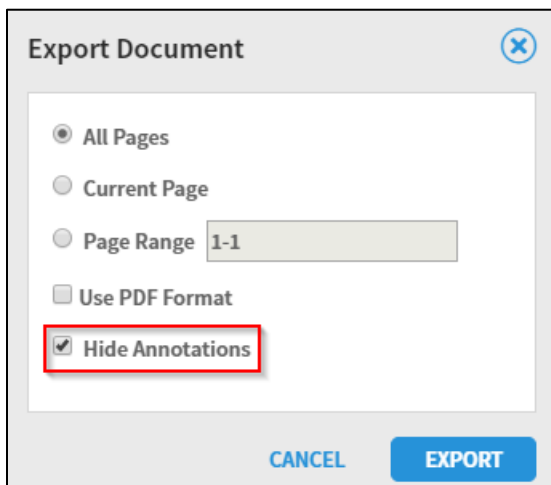
ANNOTATIONS

Once a document has been uploaded, annotations can be added. Examples include: arrows, lines, boxes, text boxes, highlighting, etc.



	Select
	Pan mode (Deselect this button to move annotations)
	Arrow, line, freehand, polyline
	Rectangle, rounded rectangle, oval, polygon
	Text
	Highlighter
	Fill (use arrow to select color)
	Line color (click to select color)
	Line width
	Save
	Undo
	Delete

Annotations can be hidden when printing or exporting a document.



TROUBLESHOOTING

If you experience any issues with Xtender, please contact me.

Genevieve Morgan

gmorgan@nmu.edu

Office (906) 227-1254

507 Cohodas