opentext™
ApplicationXtender

ApplicationXtender is Northern Michigan University's document management system. It is used to scan, organize, and retrieve documents such as transcripts, recommendation letters, financial aid information, contracts, housing information, and more.

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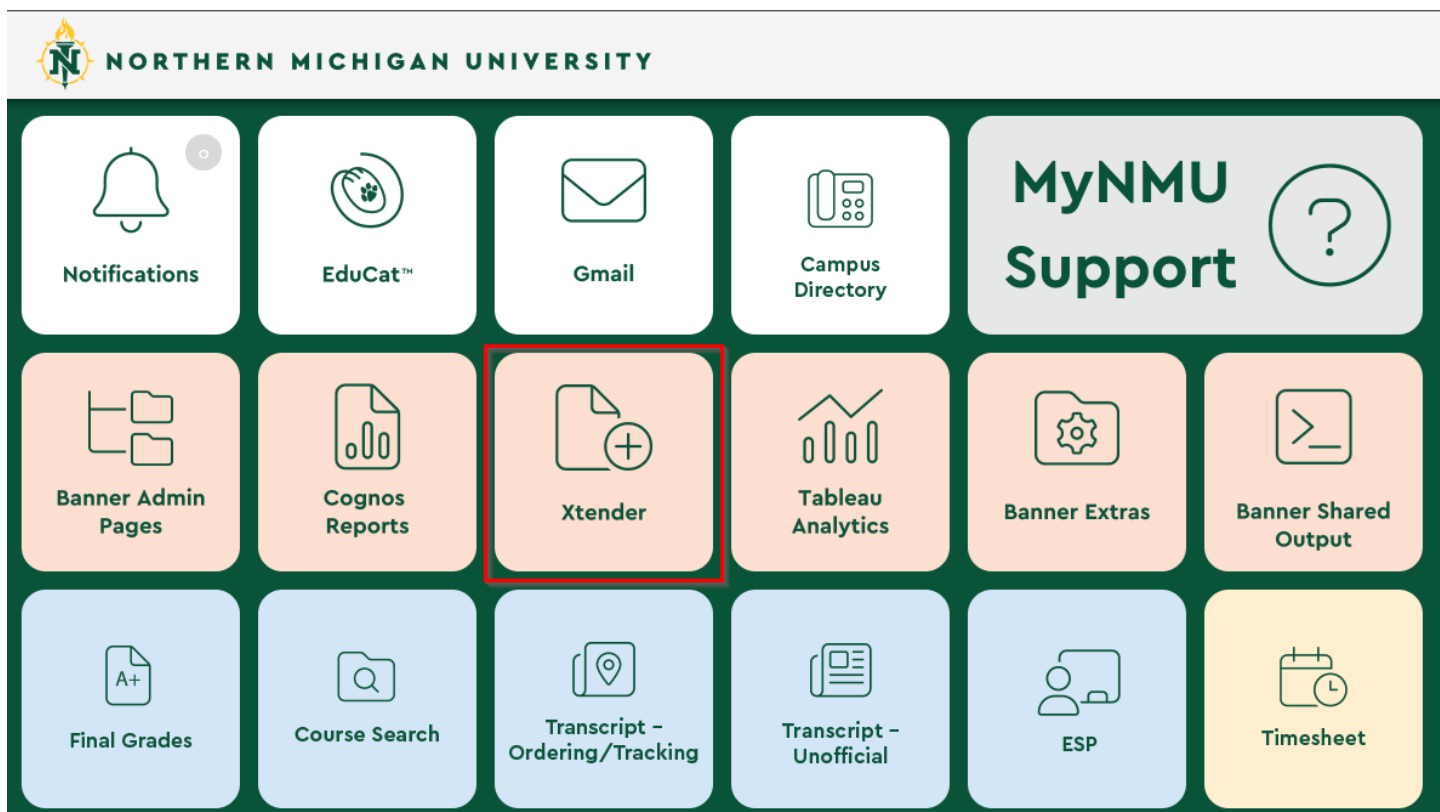
Please note that the Xtender tile may be in a different location on your MyNMU page if you've customized your tiles.

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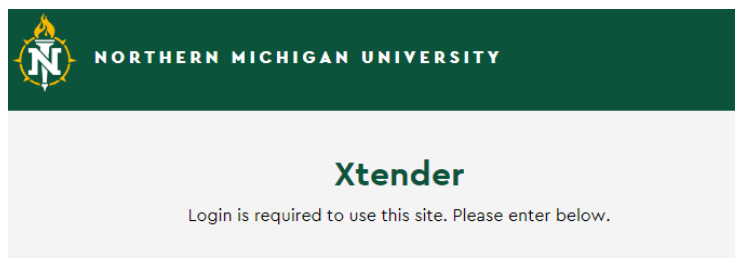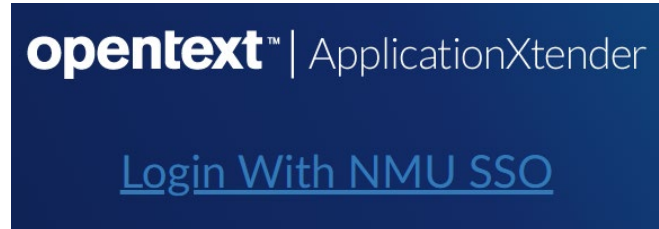
HOMEPAGE

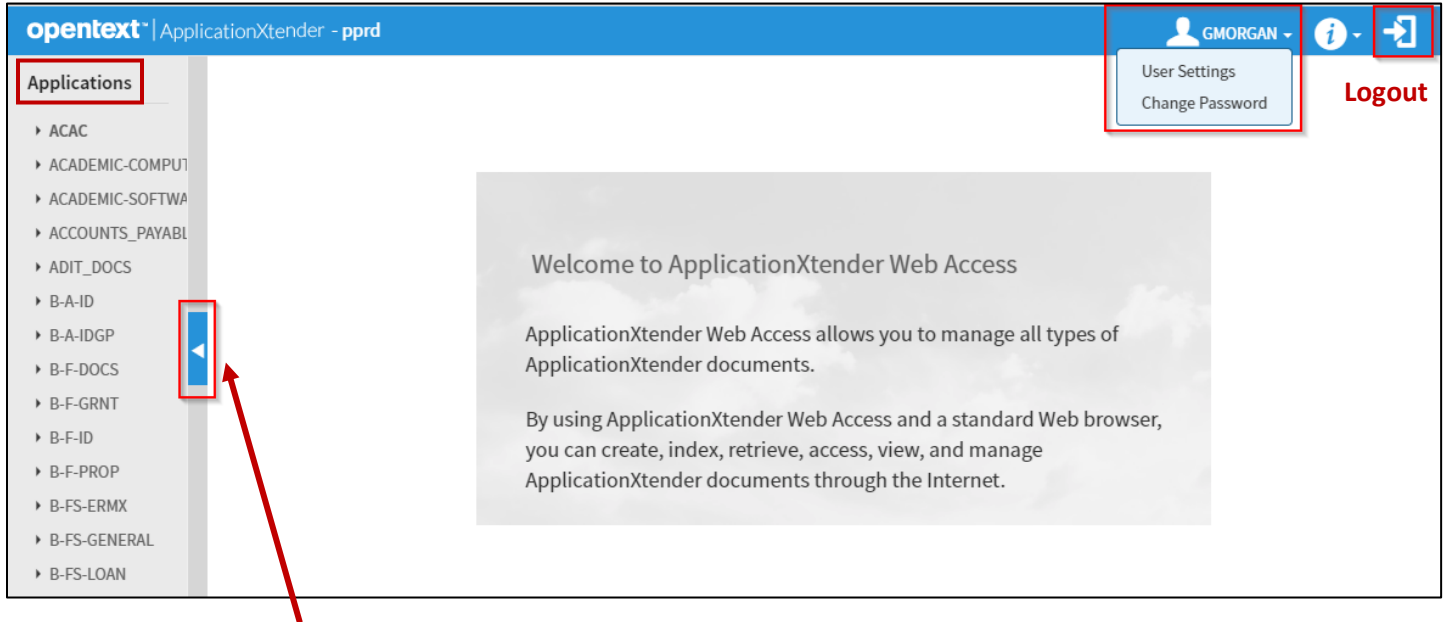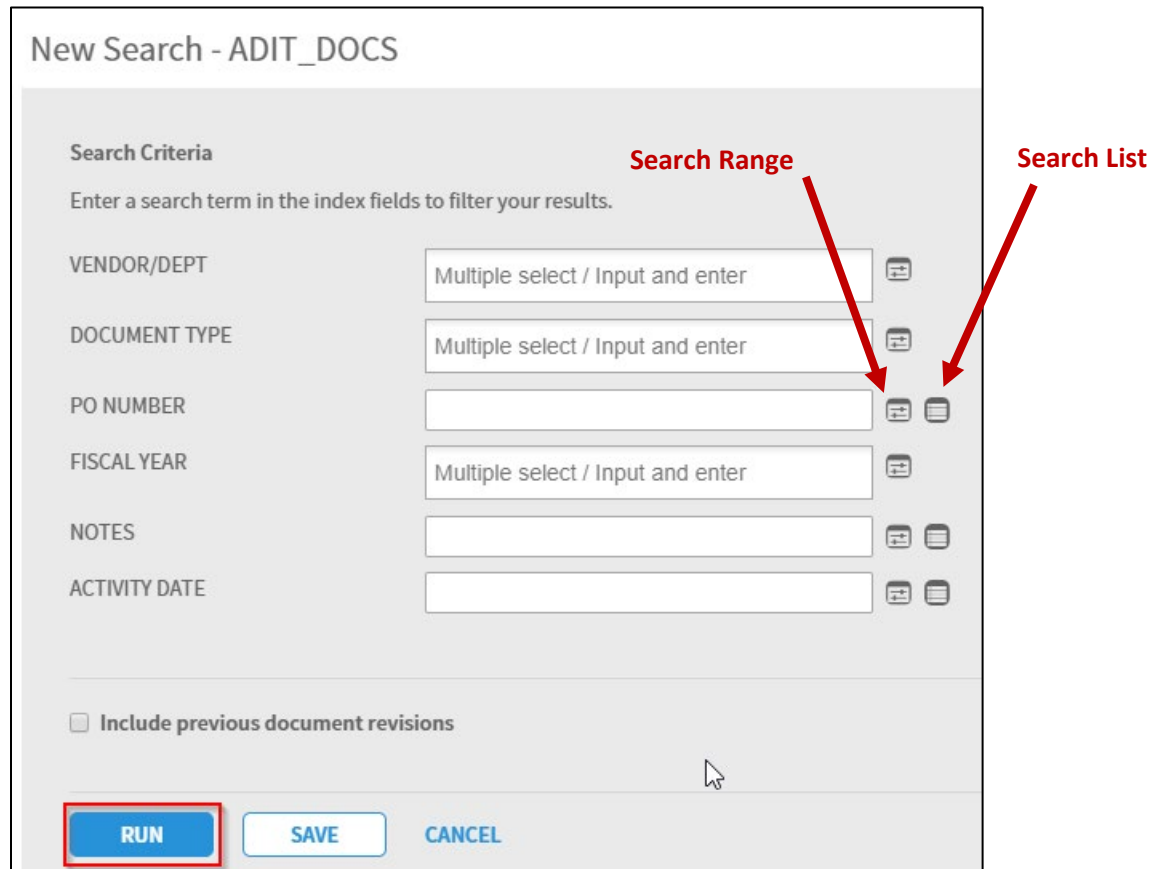This is the Xtender homepage:

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.
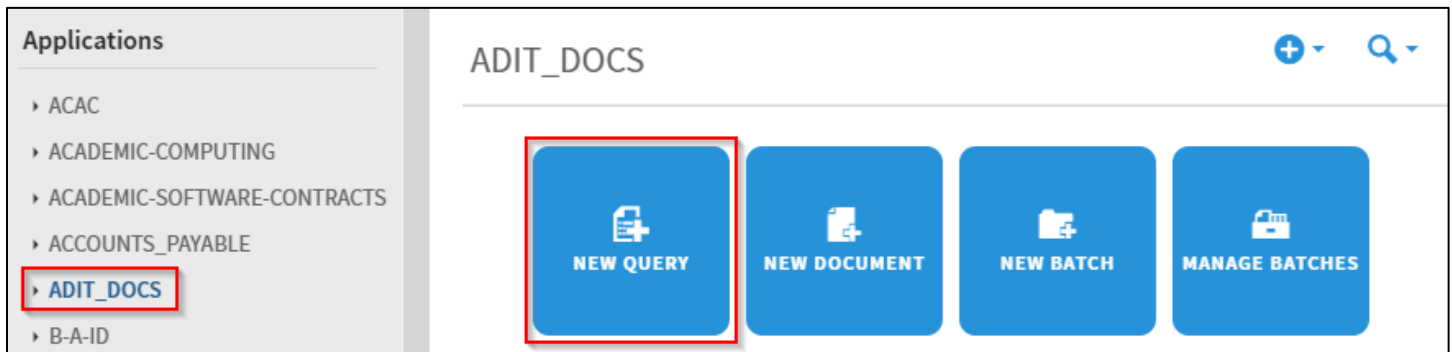
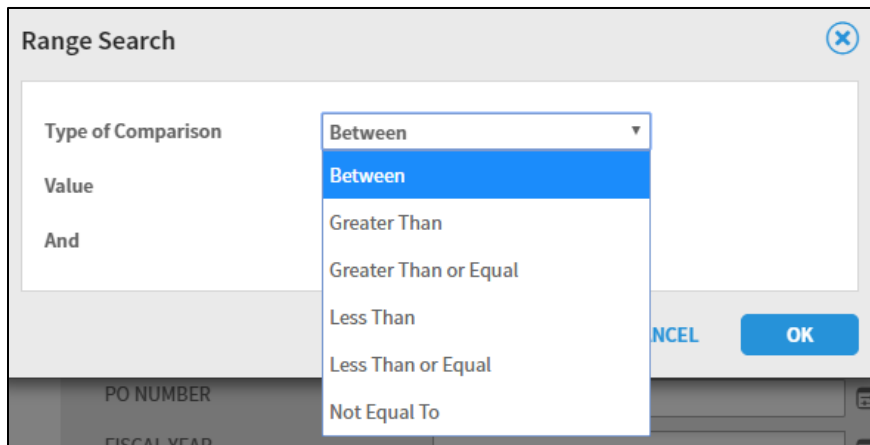Fill out as much of the search criteria as desired and click Run.
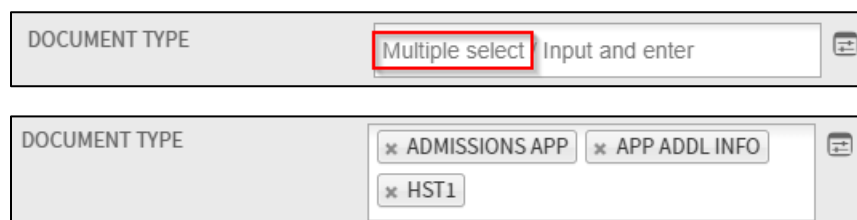
Some fields have a multiple select option. Click the white space in the field to make another selection.   Click the X if you would like to remove an item from the search.
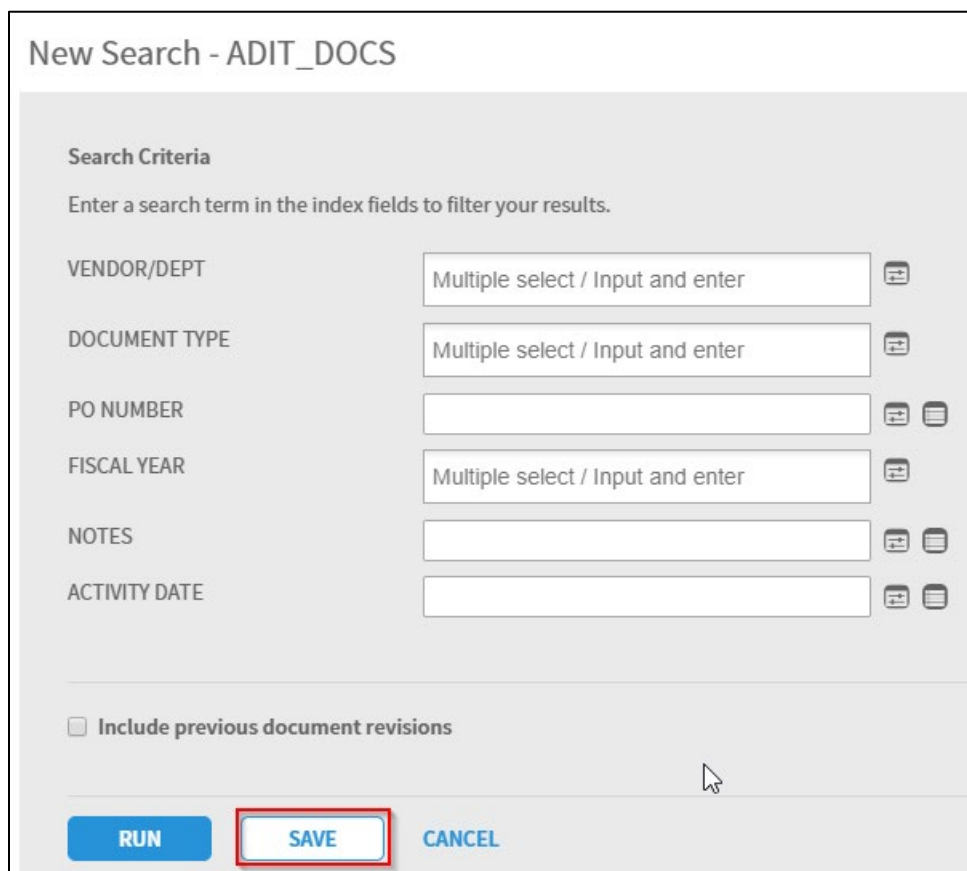
Range options:
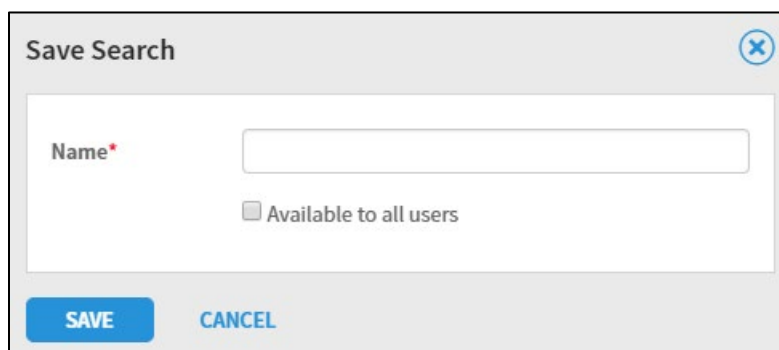
You also have the option to save the search criteria if you perform the same search frequently.

Search results:

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.

Document option menu:
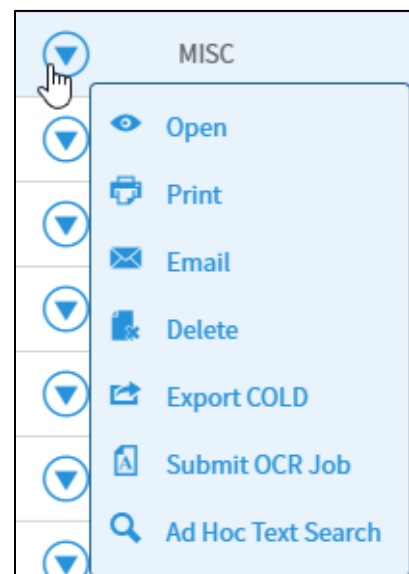
SUPPORTED FILE TYPES

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 <u>foreign files</u>.

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.

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.
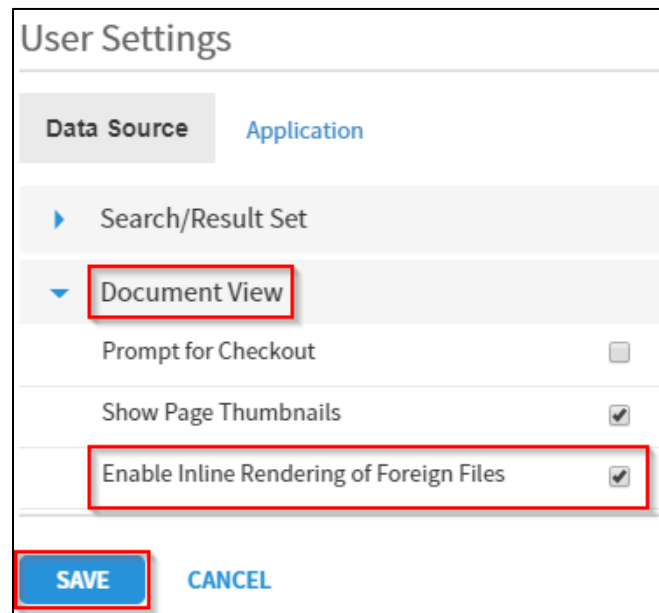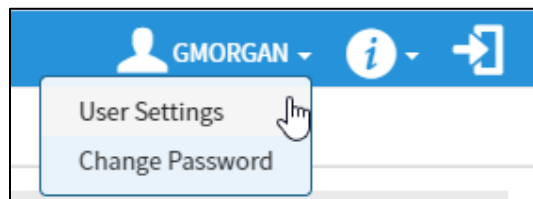
PRINTING, EXPORTING, & TEXT SEARCH

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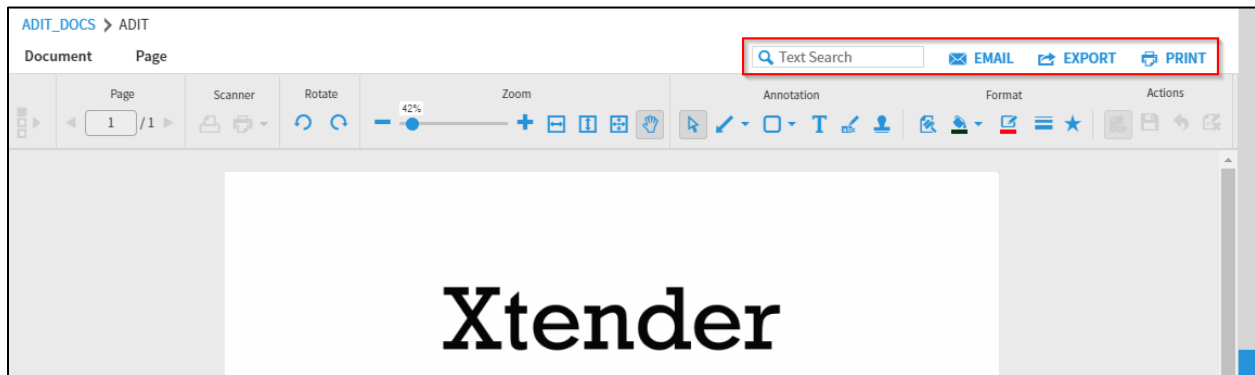
The Text Search feature will search the document for specified text. **This will *only* work for PDFs.**

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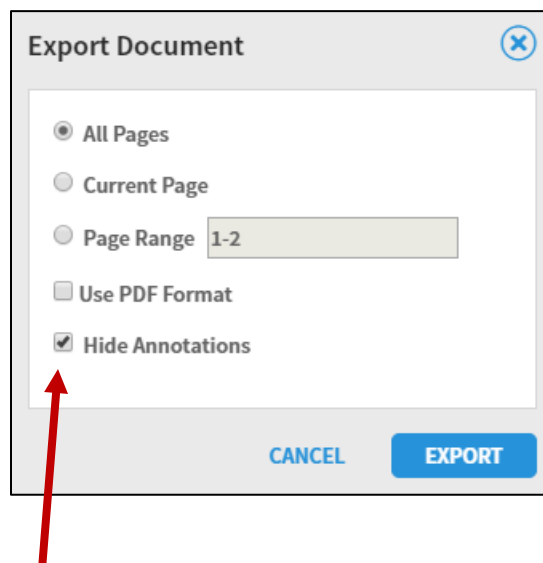
Use this button to hide or show annotations when printing or exporting a document.

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.
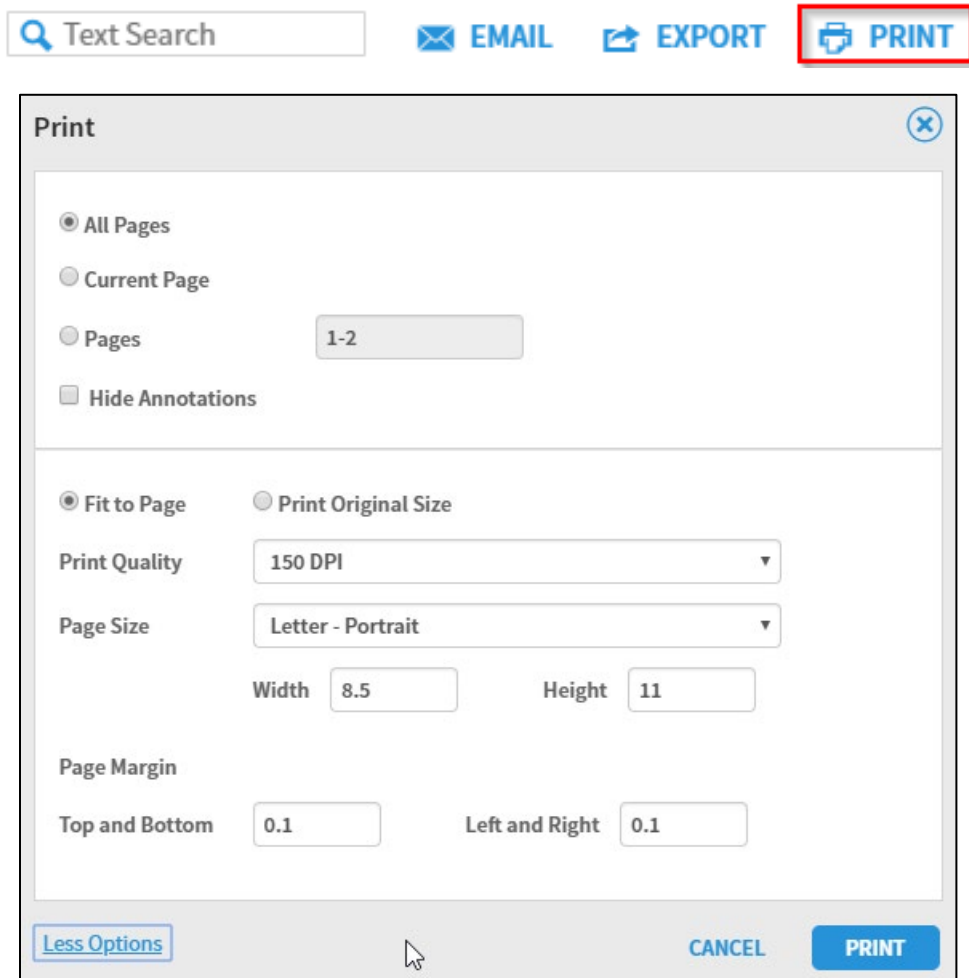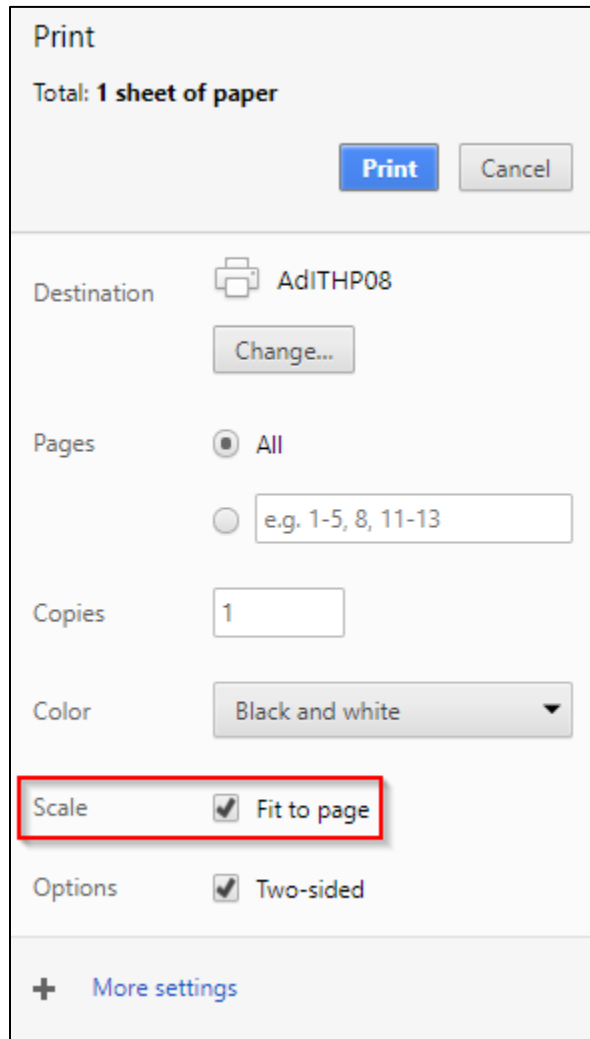
Once you click the Print button, a new tab containing the document will open.
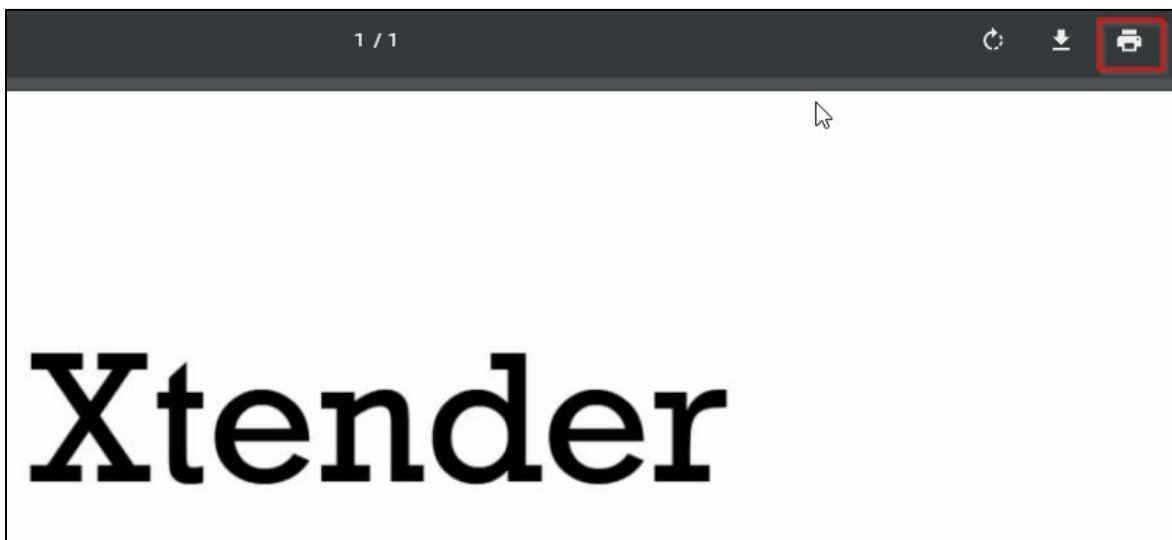
This is where you will select the printer and change other settings such as two-sided and color printing.

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

The Print and Export functions are also under the Document menu.
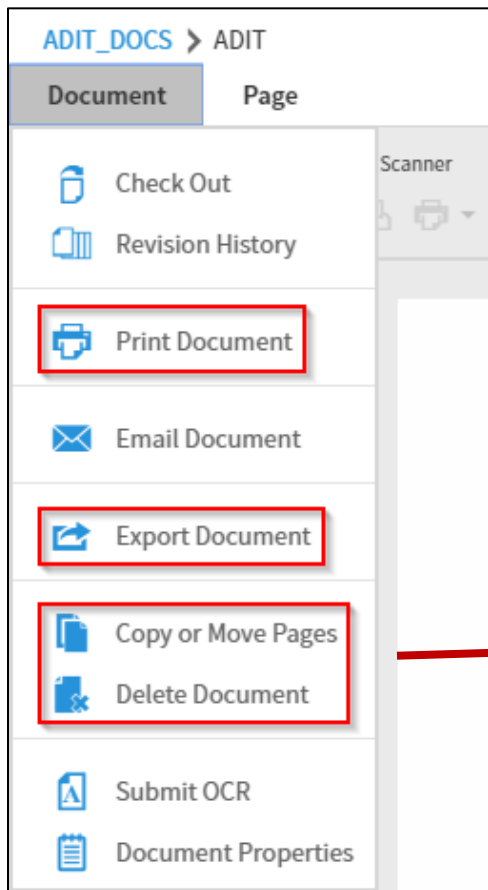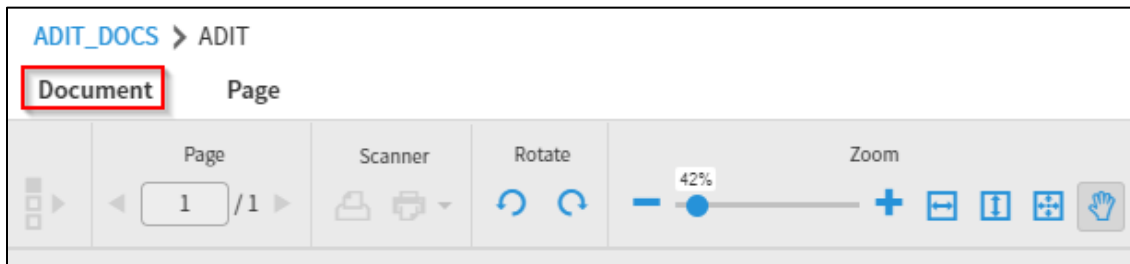
These options are only available to users that have permission to modify and delete documents.

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.
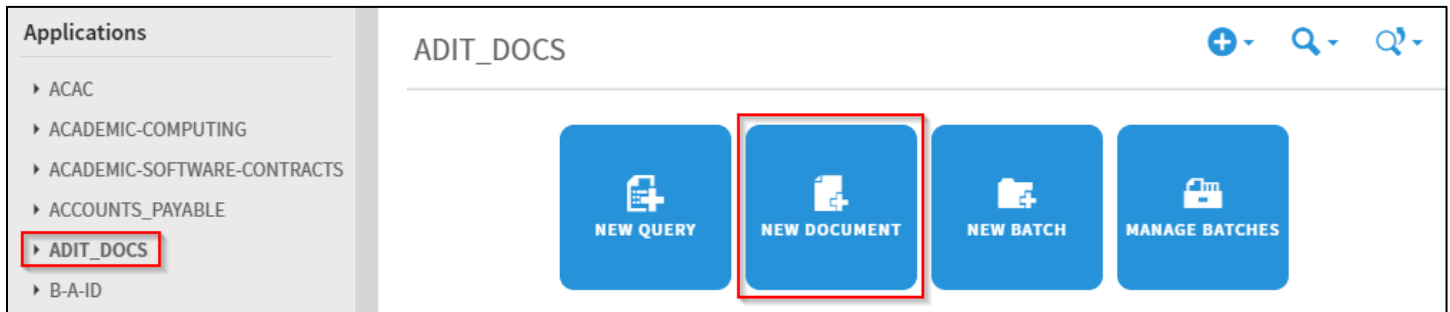
Click the Add Page icon, then locate the file on your computer and click Upload.
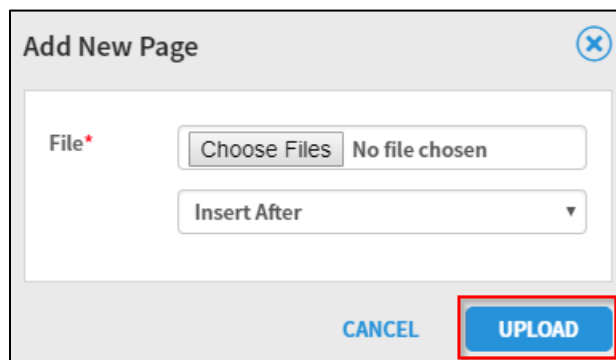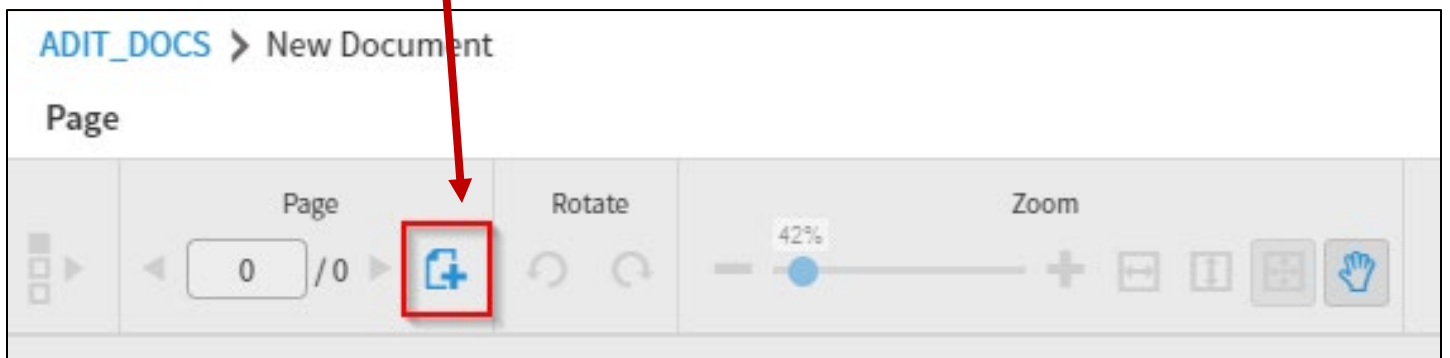
The document will appear in the window. You have the option to make modifications before saving it.

Page — Page Menu

Page
◄ [1] / 2 ► — Navigate the pages of the document

Show/hide page thumbnails

✂ ▯ | ▯✗ — Cut, paste, and delete pages

Testing
Testing
Testing

Page 1 — Blue border signifies the current page

Click and drag pages to reorder them

Testing
Testing
Testing

Page 2

Page

New Page ▸
Replace Page ▸

Page
New Page ▸   Import File
Replace Page ▸   Scan ▸

✂ Cut
▯ Paste
▯✗ Delete
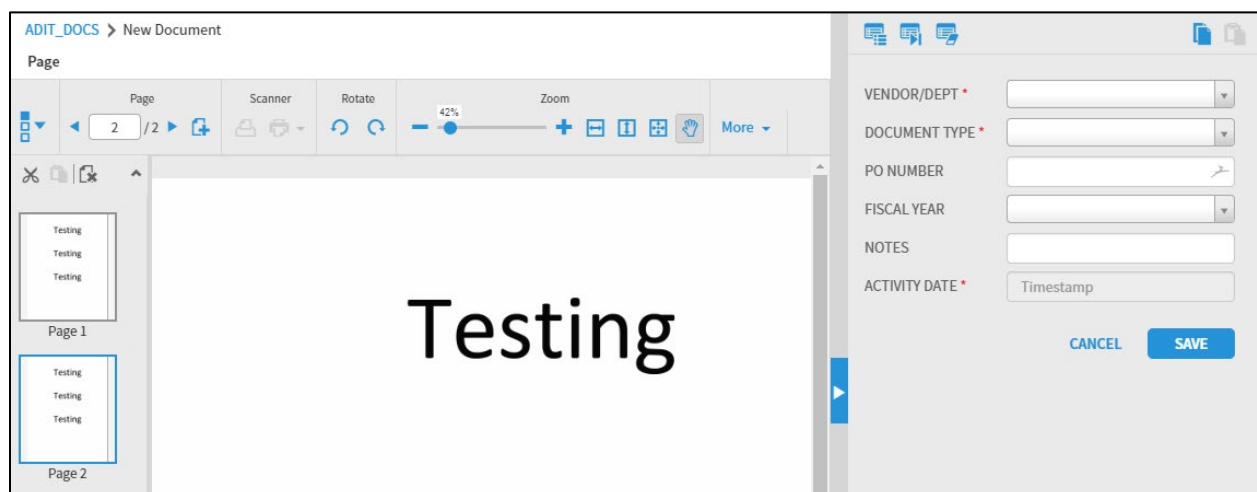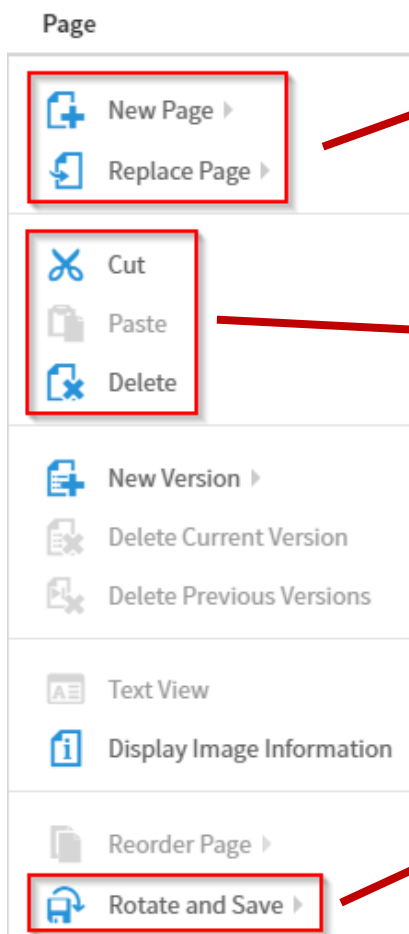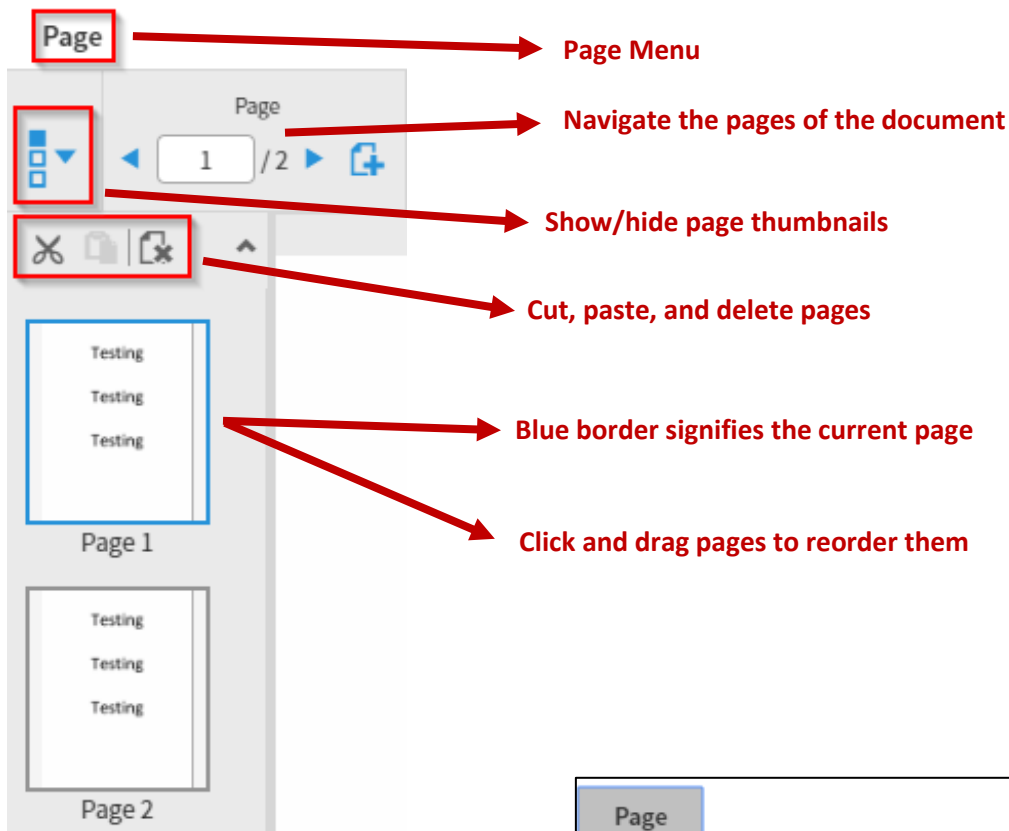
The cut, paste, and delete options
are also available in the Page menu

New Version ▸
Delete Current Version
Delete Previous Versions

Text View
Display Image Information

Reorder Page ▸
Rotate and Save ▸

Rotate and Save ▸   90° Clockwise
                     180° Clockwise
                     270° Clockwise

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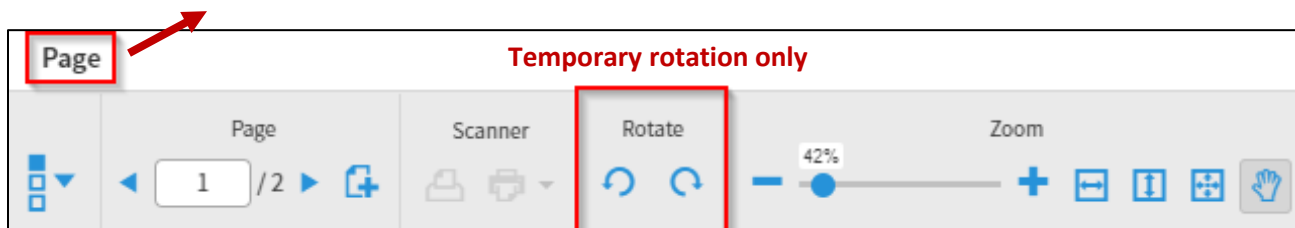
Once you're done making modifications to the document, fill out the index, then click Save.

The fields with a red asterisk are required.

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.
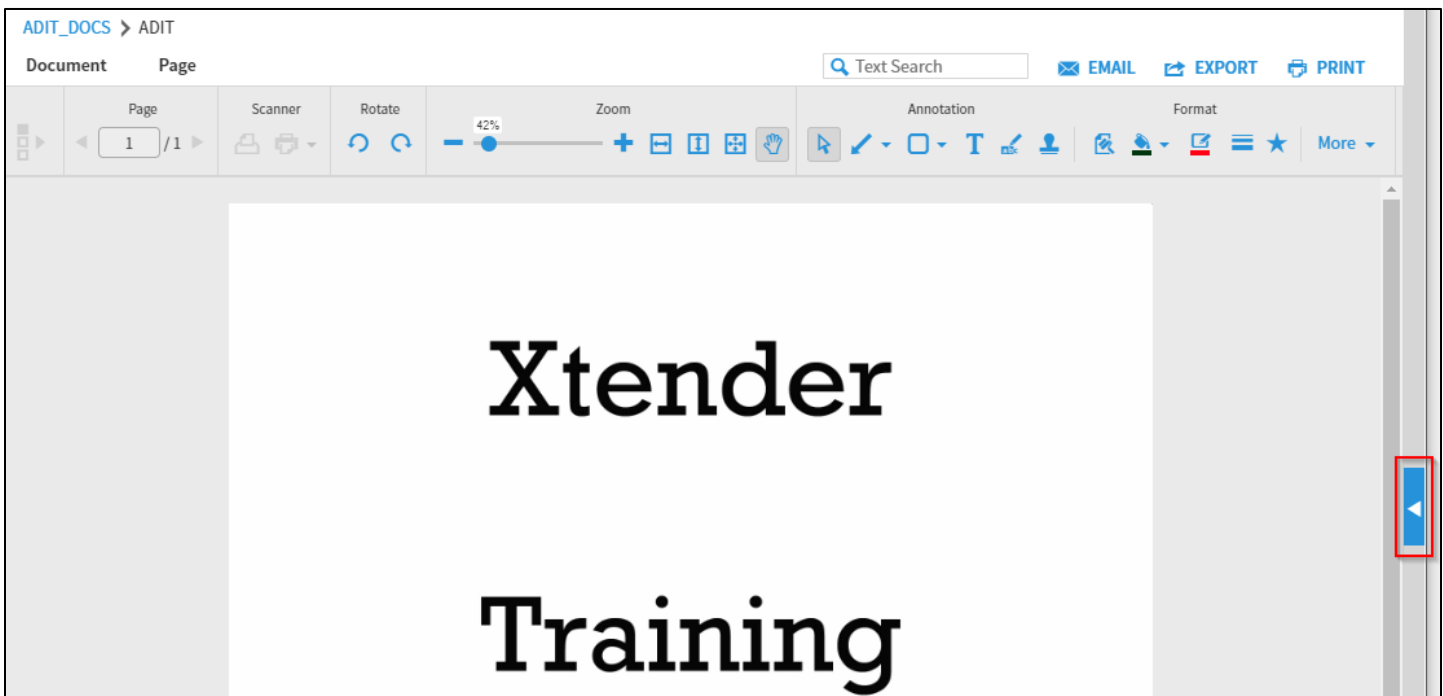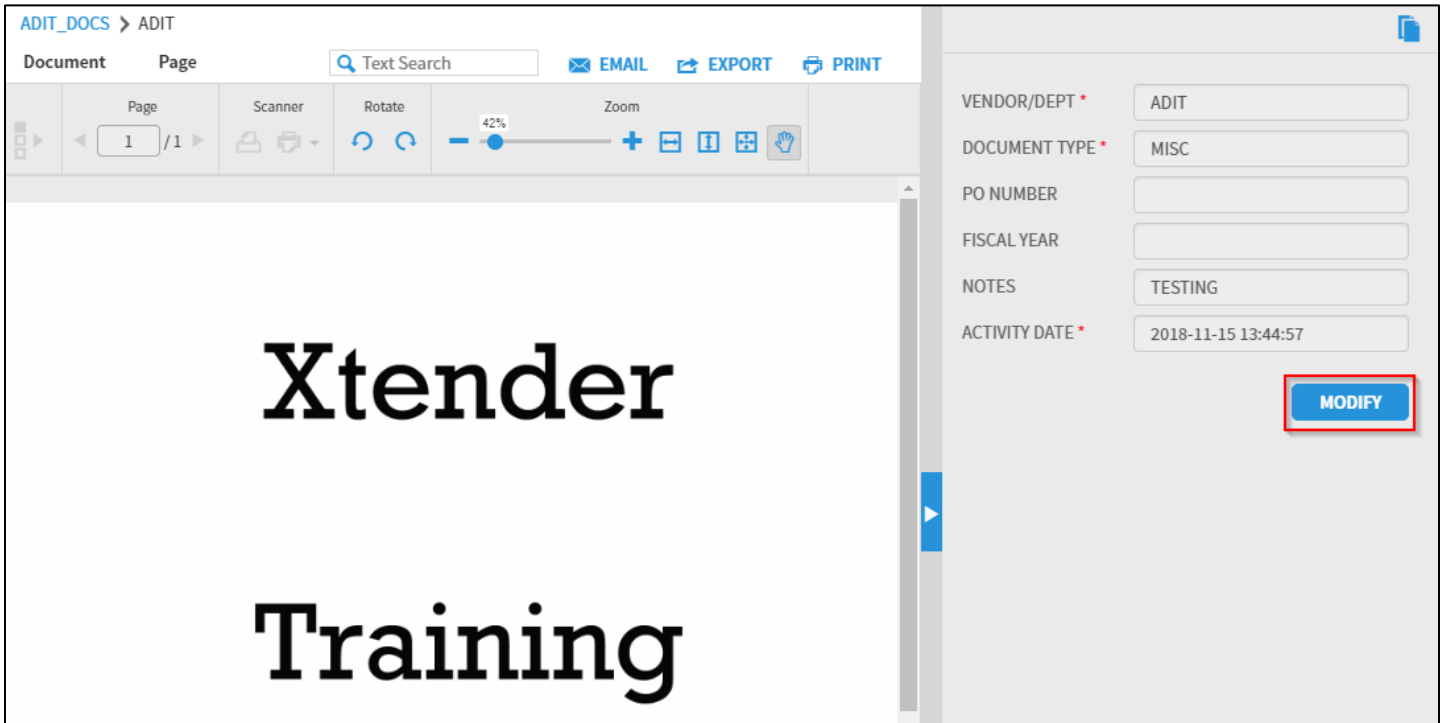
UPLOADING A BATCH

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

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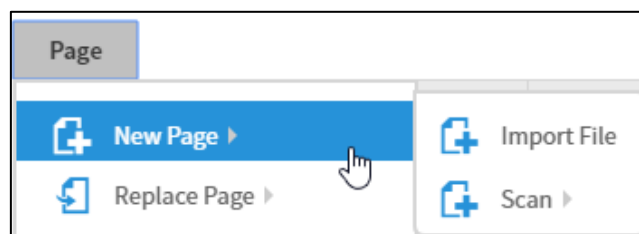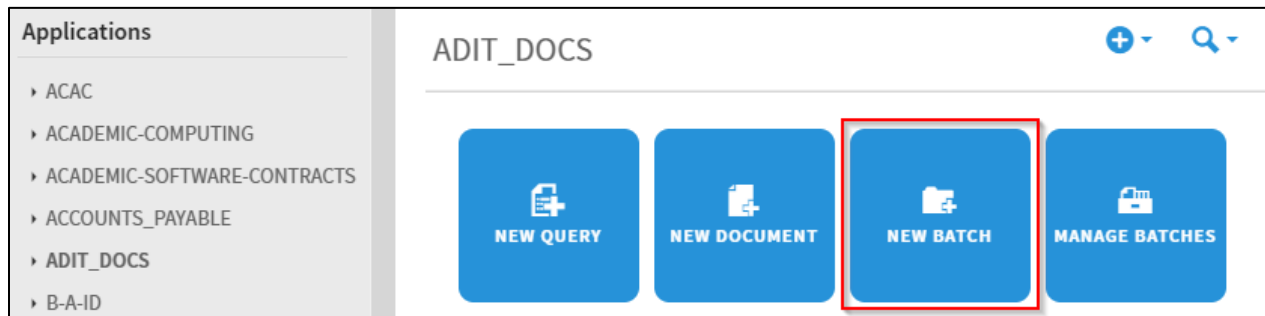

Name the batch and click Continue.

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

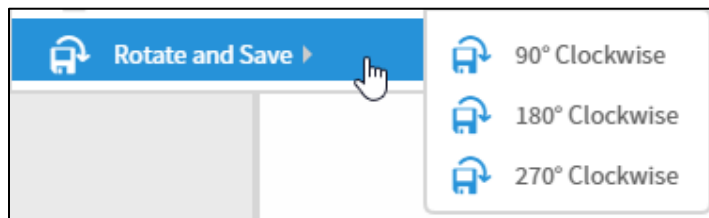Click the New Document icon (see icon legend below) and the indexing sidebar will appear.

New Document

Copy/Move Pages

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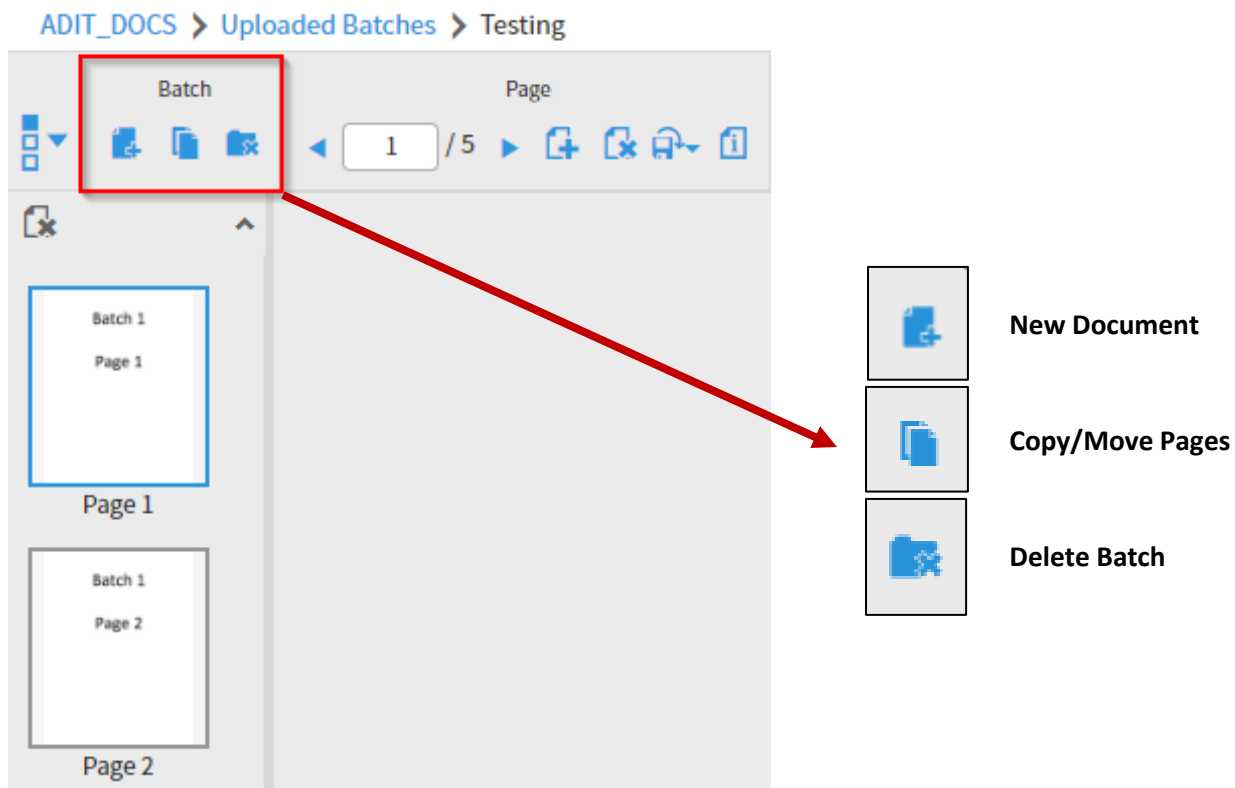
You can format the document or add annotations (see the Annotations or Uploading & Indexing sections for further instructions).

Fill out the index, then click Save.
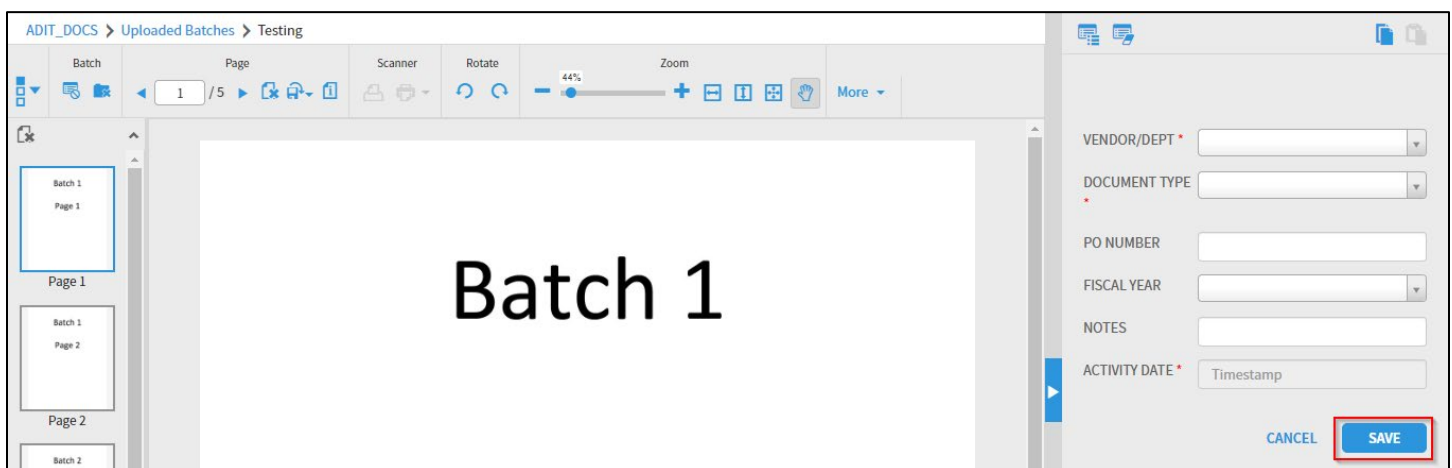
Use the Page icons to attach pages to your batch as needed.

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.

ADIT_DOCS > Uploaded Batches > Testing

Create Another Document

Delete Current Page

Attach Current Page

Attach All Pages

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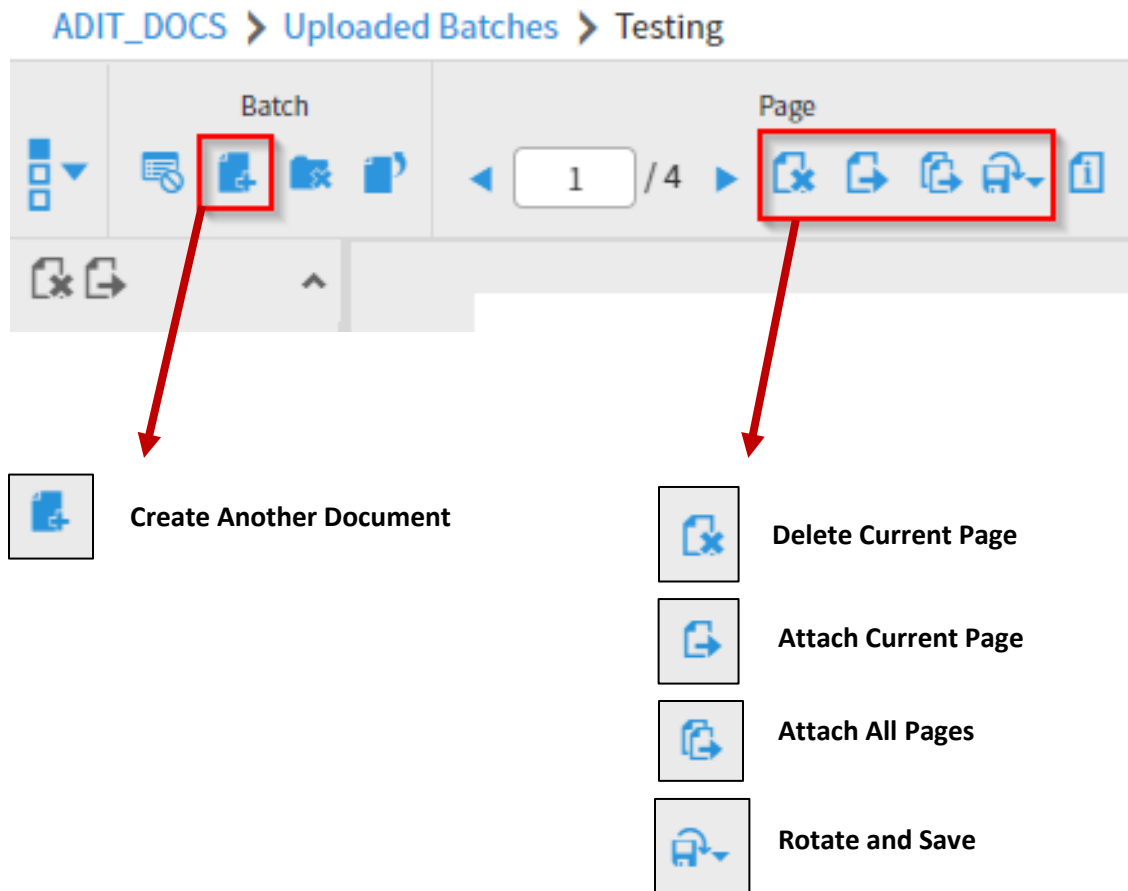
Once all pages in the batch have been indexed, the following window will appear:

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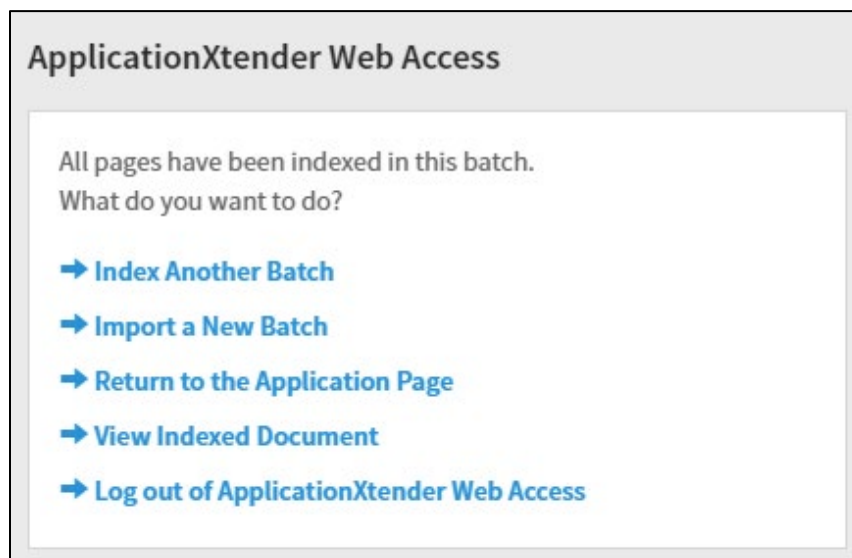
If you wish to exit the batch, use the breadcrumbs at the top of the screen to navigate to the Manage Batches screen or back to the application menu. You can return to the batch at a later time and finish indexing it.

Manage Batches screen:

This screen is also accessible by clicking the application name on the left side of the screen, then selecting Manage Batches.
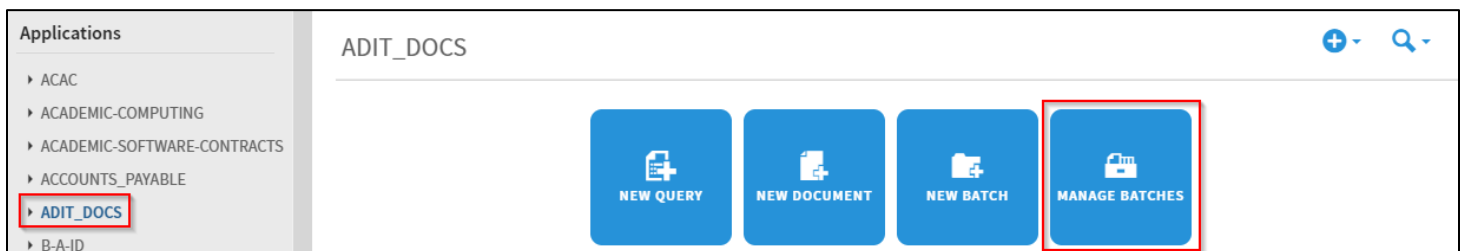
Click the blue arrow to view the batch options.

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.

SCANNING DOCUMENTS
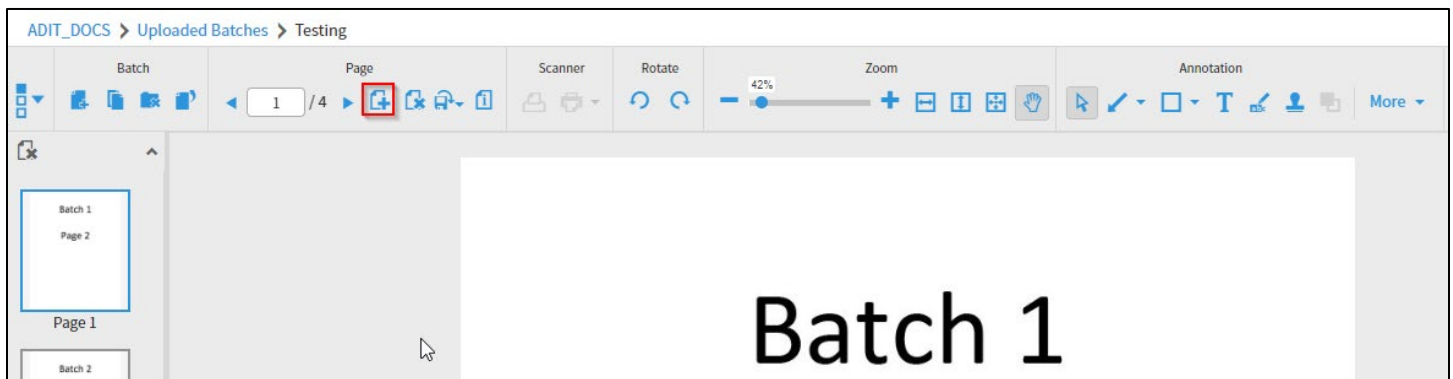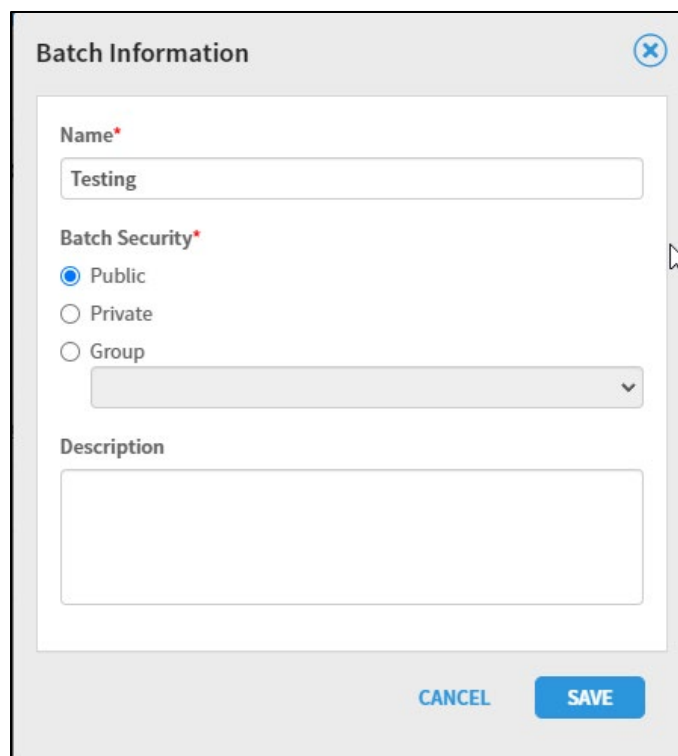
Initial Setup:

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.
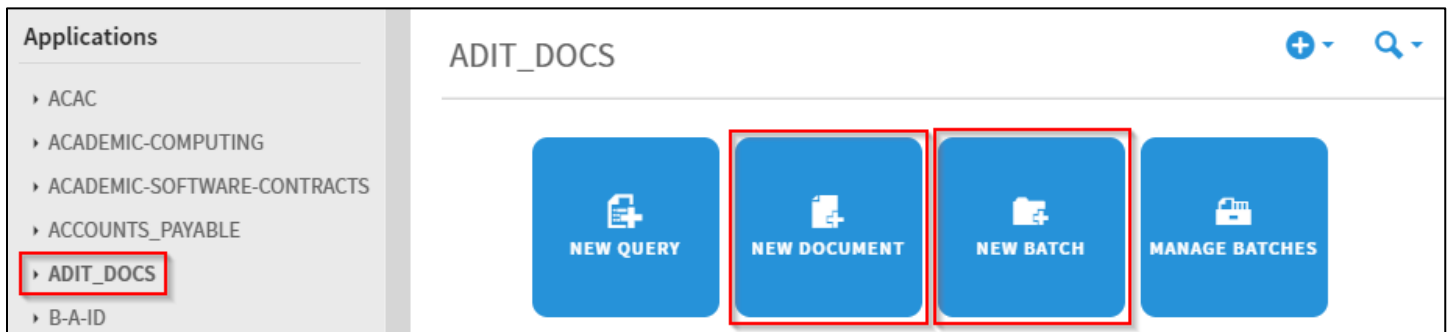
Click the Scanner icon (not the arrow).

If the following message appears, click Continue.

Click Allow to give Xtender access to the scanner.

Select the scanner and click OK.
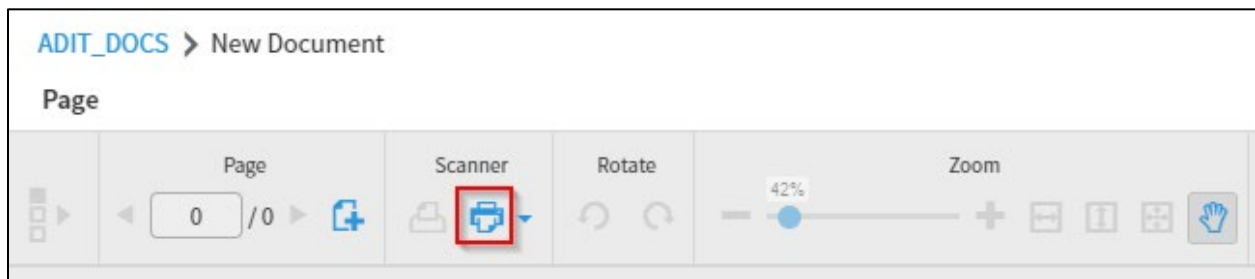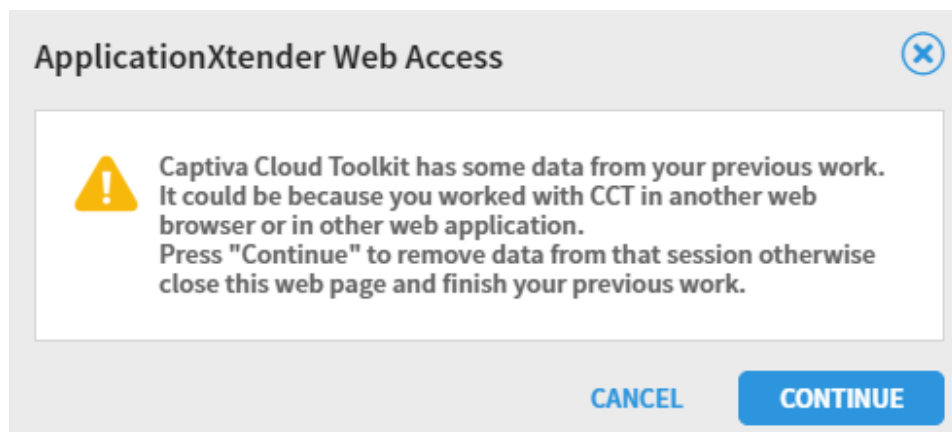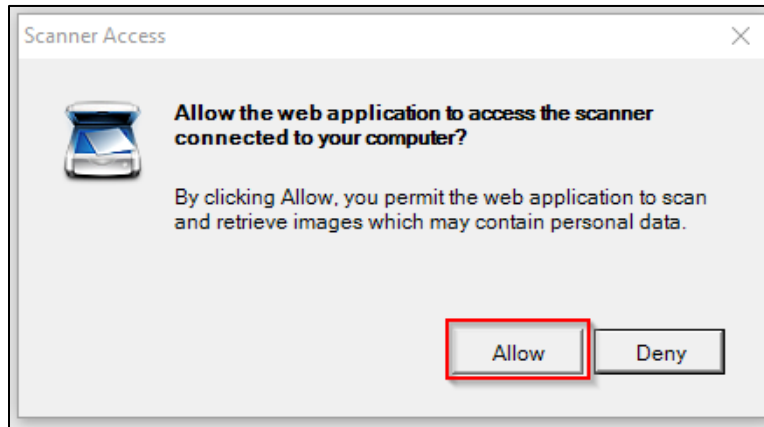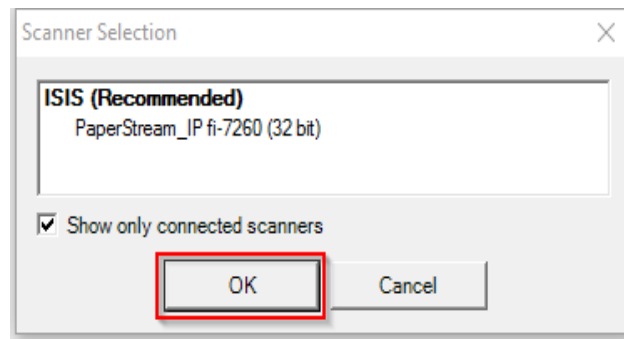

Click the arrow *next* to the Scanner icon to access the scan settings.

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.

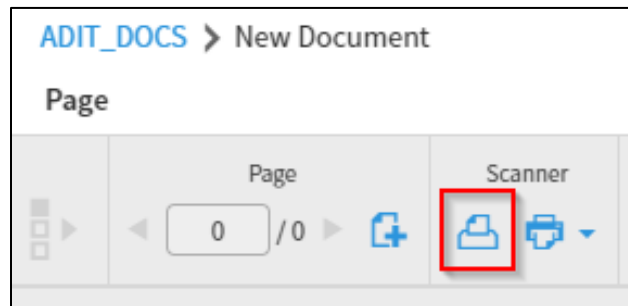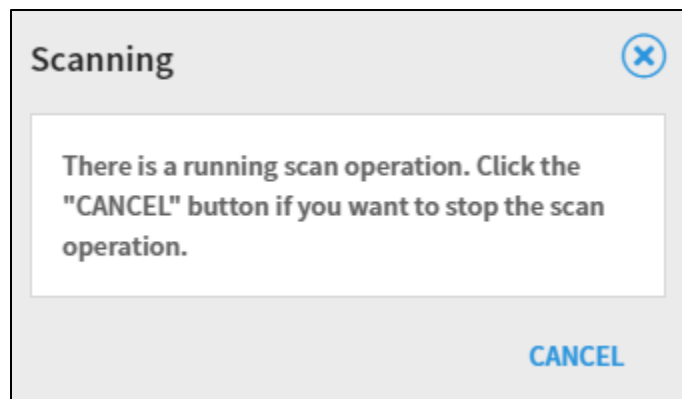Once the settings are configured, load paper into the scanner and click Scan.
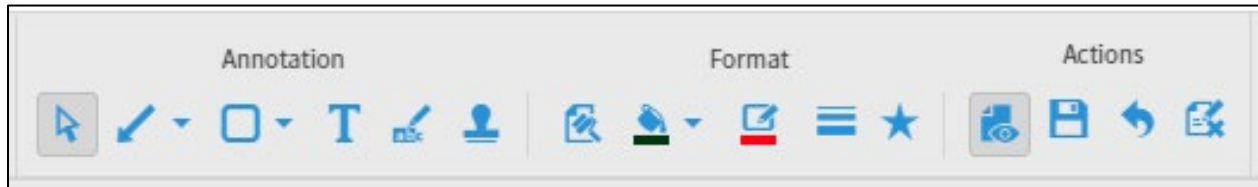

This message will appear during the scanning process:

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.

	Description
	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.
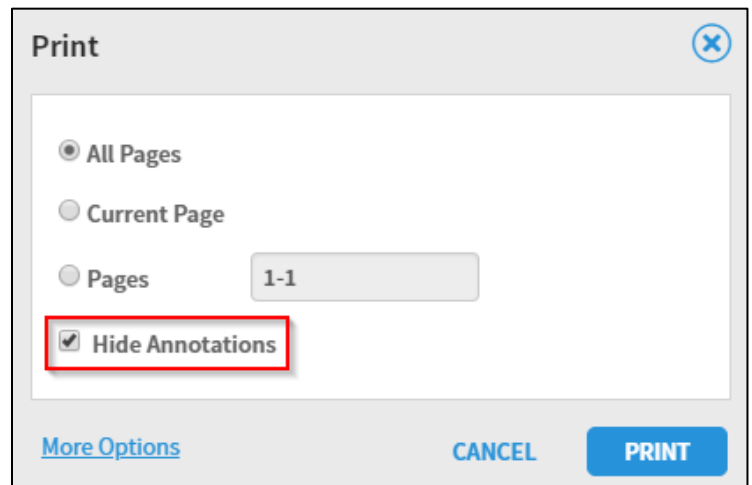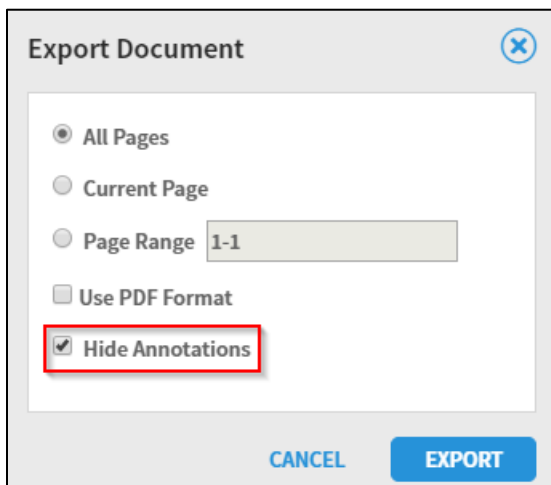
TROUBLESHOOTING

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

Genevieve Morgan

gmorgan@nmu.edu

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