Using ApplicationXtender*
To View Archived
Course and Program Proposals
(CCP-BDS Forms)

*Formerly called WebXtender

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Logging into and out of Appxtender Web Access

SYNCING YOUR APPXTENDER PASSWORD WITH YOUR BANNER PASSWORD

The first time you login to AppXtender Web Access you will need go through Banner to sync your AppXtender Web Access password with your Banner password.

a. Open INB (Internet Native Banner) in the ‘instance’ you need to sync the password.

b. From the main menu form (GUAGMNU) click the BDMS Display Document icon in the toolbar.

c. You will get a message that your password is being synced. Click OK even if the hour glass appears as if it’s still thinking.

d. You can close the INB session and stay in AppXtender Web Access.

LOGGING INTO APPXTENDER WEB ACCESS

Open Internet Explorer and go to:

Flashline on the My Actions Tabs there is a link in the Workflow and Utilities section (Banner Integrated Document Imaging Applications (Admissions and Procurement) or go directly to Xtender with the following URL - http://diprod01.uis.kent.edu/appxtender/login.aspx

a. Enter your Flashline User Name and Password

b. ‘Request Full Text Search Support’ should be unchecked.

c. Click Login

d. If you receive the pop-up message “Invalid user name or password,” you do not have permission to log onto ApplicationXtender. Contact Therese E. Tillett at 330-672-8558 or ttillet1@kent.edu to set up access.

NOTE: Password must be synchronized with Banner before this login will work.
APPXTENDER WEB ACCESS NAVIGATION MENU**

The AppXtender Web Access Navigation Menu changes depending on what view you are on, but the icons remain the same for each function.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Logout" /></td>
<td>Logout, can also be done by going to File</td>
</tr>
<tr>
<td><img src="image" alt="View/Modify user setting" /></td>
<td>View/Modify your user setting</td>
</tr>
<tr>
<td><img src="image" alt="Application List" /></td>
<td>Application List, can also be accessed by going to View</td>
</tr>
<tr>
<td><img src="image" alt="New query" /></td>
<td>New Query, can also be accessed by going to Edit</td>
</tr>
<tr>
<td><img src="image" alt="Query Results" /></td>
<td>Query Results, can also be accessed by going to View</td>
</tr>
<tr>
<td><img src="image" alt="Batch List" /></td>
<td>Batch List, Click to access Batch List view</td>
</tr>
<tr>
<td><img src="image" alt="Batch Import" /></td>
<td>Batch Import, Click to access Batch Import view</td>
</tr>
</tbody>
</table>

**NOTE:** Depending on the privileges that were granted to you, you may not be able to use or see each function from the AppXtender Web Access Navigation Menu.

LOGGING OUT OF APPXTENDER WEB ACCESS

To Logout of AppXtender Web Access, go the File | Logout or click the logout button.

Be sure to always logout of your session and not just close your web browser so the license is available for the next user.

If your session is untouched for 15 minutes you will be automatically logged out.
Creating a Query

Select from either Provost_Course_CCP_BDS or Provost_Program_CCP documents.

- Right click the first folder.
- Click on New Query.
- The Search Criteria Page opens.

- The **Show** column allows you to check the index fields you want displayed in the Results Set page.
- The **Index Name** column lists all searchable index fields.
- The **Search Value** column is where you enter data for searching.
  - You can search for course subject (e.g., ENG), course number, course title, year the proposal became effective and/or purpose of proposal. NOTE: “N/F” means “not found.”
- The **Range** search button allows you to create range (expression) syntax.
- The **List of Values** search button allows you to create a values-search syntax.

**NOTE:** Since August 2009, course proposals are being submitted and stored in the Course Catalog Update workflow. To access post-2009 course proposals, [log on to FlashLine](#). In "My Action Items" tab, "Workflow & Utilities" box, click on "Course Catalog Update," and then "Click here to search for historical Catalog Update Workflows." You can search by course subject, number, title and effective date, among other search criteria.
Searching by Wildcard

The asterisk (*) can be used as a wildcard in ApplicationXtender.

<table>
<thead>
<tr>
<th>Search Specification</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMINAR*</td>
<td>Returns all documents with titles that begin with “SEMINAR.”</td>
</tr>
<tr>
<td><em>SEMINAR</em></td>
<td>Returns all documents with titles that have “SEMINAR” in it.</td>
</tr>
<tr>
<td>P*B</td>
<td>Returns all documents with subject areas that begin with a “P” and ends with a “B.”</td>
</tr>
<tr>
<td>20*</td>
<td>Returns all documents with effective years that begin with “20.”</td>
</tr>
<tr>
<td>3*</td>
<td>Returns all documents with course numbers that begin with “3.”</td>
</tr>
<tr>
<td>*92</td>
<td>Returns all document with course numbers that end in “92.”</td>
</tr>
</tbody>
</table>

Wildcards are valid for all the index fields in this application.
### Viewing the Results Set

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Effective Year</th>
<th>Purpose</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>57030</td>
<td>LITERARY CRITICISM II</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>1</td>
</tr>
<tr>
<td>ENG</td>
<td>21002</td>
<td>INTRO. TO FICTION</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>4</td>
</tr>
<tr>
<td>ENG</td>
<td>63032</td>
<td>FUNCTIONAL LINGUISTICS</td>
<td>1998</td>
<td>COURSE_ADD</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>65030</td>
<td>PHILOSOPHY OF LANGUAGE</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>52030</td>
<td>TWENTIETH-CENTURY BRITISH NOVEL</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>52041</td>
<td>STUART DRAMA</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>1</td>
</tr>
<tr>
<td>ENG</td>
<td>64051</td>
<td>SHAKESPEARE COMPLETE WORKS I</td>
<td>1999</td>
<td>COURSE_REVISION</td>
<td>1</td>
</tr>
<tr>
<td>ENG</td>
<td>52044</td>
<td>SHAKESPEARE COMPLETE WORKS II</td>
<td>1998</td>
<td>COURSE_INACTIVATE</td>
<td>1</td>
</tr>
<tr>
<td>ENG</td>
<td>52045</td>
<td>RESTORATION DRAMA</td>
<td>1999</td>
<td>COURSE_INACTIVATE</td>
<td>1</td>
</tr>
</tbody>
</table>

To open a document, click on the blue paper icon.

**NOTE:** The first time you retrieve a document you will be prompted to download the Interactive Client Viewer (see next page). You will only need to do this one time, or if you upgrade your browser, or Kent State upgrades ApplicationXtender.

You need administrative access to your computer for this to work properly. If you do not have administrative rights or if you are unsure, contact the Help Desk at 330-672-HELP (4357) for assistance.
Image Toolbar

1. Log out of application
2. Application list
3. Do a new query
4. Go back to query results
5. Go to next document in query (not next page)
6. Fit to Window
7. Fit to Height
8. Fit to Width
9. Rotate Left
10. Rotate Right
11. Zoom In
12. Zoom Out
13. Magnify
14. Previous Page
15. Next Page
16. Pan Mode
17. Print Current Page
18. Print Document

You can mouse over each icon to find the button’s function. The icons numbered and listed below are the ones you most likely will use.
Starting a New Query

To begin a new query, click on the icon that looks like a magnifying glass over a folder.
Saving and Opening a Saved Query

To save a query:

1. Enter the data in the Search Value fields that you want searched.
2. In the Save Options section, enter a query name.
3. Check or leave unchecked Available to All Users to make the query public or private.
4. Click Save.

To open a saved query:

1. Select the query name from the drop down box on the Criteria Page.

...OR...

1. On the Applications Page, expand the folder (click on the + box).
2. Right click the query name.
Renaming and Deleting Queries

To rename a query:

1. Edit the query in Search Value fields.
2. Go the Save Options section and edit the name.
3. Check or uncheck Available to All Users box to make the query public or private.
4. Click Save.

To delete a query:

1. Right click the query name from the Application Page.
2. Select Delete.
3. You can also open the query to edit from here by clicking Edit.
Printing

To print the current page:
1. Click the Print Current Page button from the Image Toolbar.

To print a range of pages or entire document:
1. Click the Print Document/PDF Print button from the Image Toolbar.
2. Select Document Print. If you do not intend to use PDF Printing, uncheck the “Show this dialog each time I want to print” box to skip this step in the future.
3. Select the range of pages you want to print or Select All to print the entire document.
4. You have the option to Hide Annotations. Check this box if you would like to print the page(s) without annotations.

To print several documents:
1. Check the box next to each document you want to print.
2. Click the Print Selected Documents from the menu.
ApplicationXtender Help

For questions regarding ApplicationXtender, please contact the Help Desk at 330-672-HELP (4357). A Help Desk representative will assist you or open a ticket for the Document Imaging Support Staff.

For questions about the scanned documents, or to report an error in the index, please contact the Office of Curriculum Services:

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