BDMS Admission
Campus User
Training Handout
AppXtender Web Access Introduction

Application Xtender Web Access is used to view documents held in BDMS. The documents that have been indexed can be accessed directly through a web browser or the Banner System.

The document imaging program allows you to view information that has been scanned and indexed in Banner. Once the document has been indexed, it becomes associated with a series of documents in relationship to a banner Document ID such as student or staff account, financial account, requisitions, purchase order, check, invoice, etc.

Queries can be used to see a list of documents contained in ApplicationXtender, according to criteria you specify.

Queries are also the result of clicking the BDMS Display Document button in Banner.

You may query by a student’s ID to see all documents associated with that student: by an Admissions requirement to see all document of that type; or by date to see all documents indexed in a selected range of time or combination thereof.
Synchronizing Your Password

Banner and document imaging are directly connected but can be used independently. You will need to synchronize your Web Access password with your Banner password. The following steps will only have to be done the first time you sign on to Web Access.

**Note:** Be sure your pop-up blocker is Disabled or set to allow pop-ups from the following site.

1. Log into Banner using the following URL:  
   https://banweb.eku.edu/forms/frmservlet?config=prod

2. Enter username and password in Banner Logon screen

   ![Banner Logon Screen]

3. Click Connect button to enter Banner

4. Click on Banner XtenderSolutions icon

   ![Banner XtenderSolutions Icon]

5. The following message will appear on the screen

   ![Banner Message]

   Your BXs password has been automatically synchronized with your Banner password. You must use your Banner password if you wish to access BX / Wx directly.
6. Click OK

Your Password has been synchronized with your Banner account. Depending on what Banner form/field that you choose to synchronize you may receive a message that you do not have access to a particular Xtender application or that no document was found. Either way it is ok. Your password has been synchronized.
Accessing AppXtender Web Access

There are two options to gaining access to AppXtender Web Access either by logging on to Banner or direct access using a URL. Below list the steps for both options.

To log into AppXtender Web Access from Banner:

1. Log into Banner using the following URL:
   https://banweb.eku.edu/forms/frmservlet?config=prod

2. Enter username and password in Banner Logon screen

   ![Logon Screen]

   - Username:
   - Password:
   - Database:

3. Click Connect

4. Click on Banner XtenderSolutions icon

5. If you are within a form search for a document your query will appear. If you are not within a form and click the XtenderSolutions icon a message will return “Document Not Found”. Click OK to query more results.

To log into AppXtender Web Access using a URL:

1. Log into AppXtender Web Access using URL:

   http://bdms-app-prod/AppXtender/Login.aspx?IgnoreNTAutoLogin=True
2. The Application Xtender Web Access login will appear. Enter your Banner user name and password.

   **Login**

   Welcome to Application Xtender Web Access, please provide your user name and password:

   - Data Source: PRCD
   - User Name:
   - Password:
   - [Request Full Text Search Support]
   - [Login] [Cancel]

3. Click Login

4. The Application screen will display. Your screen may contain different application folders based on your role and access privileges.
Closing AppXtender Web Access

When you are ready to exit AppXtender Web Access program, you will want to use the logoff command to cleanly exit the program.

1. Click on the **Logoff** icon

   Or

   Click on the **Menu Bar**, select **File**, then **Logout**
Accessing Student Admissions Images (Banner – SAAADMS)

BDMS icon has been added to the Banner toolbar (Display Document Icon). This icon allows a user to open ApplicationXtender from within Banner toolbar and execute queries. It also allows auto querying of object on the location of your cursor within a Banner form.

1. Log into Banner.

2. Navigate to SAAADMS, type SAAADMS in the “Go To...” field and press the Enter key.

3. Type the ID number of the student in the box next to “ID” and Enter the Term or to view all Terms leave blank then, press the Next Block icon (example below is without Term)
SAAADMS - Viewing Admission Application Images

Admission applications associated with the student ID you noted in the above key block will appear. To select an application, click on the Entry Term field to highlight it.

**Note:** There could be more than one Application Number use the scroll bar to change Application Numbers

Query for documents by using the BDMS – Display Documents icon (a magnifying glass) next to the Print icon.

The first time you do this you will see a dialog box telling you that your password is being synchronized. Click on the OK button.
**Note:** If a new window does not appear, you may have the Pop Up Blocking enabled. Disable it and the page should automatically reload. If not, click on the BDMS icon again.

The scanned document should appear on your monitor. Using the tool bar icons, you can increase/decrease the size of the document, zoom in or out, drag the document, etc., and using the scroll bar to the right, you can move up and down the screen to view the scanned document.

**Note:** If there is more than one document associated with the query criteria you will view a listing. Double click on the page icon to open the document you would like to view.

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**SAAADMS - Viewing Application Checklist Images**

In SAAADMS, you can also view documents from the Checklist tab in Banner – here you highlight the document code in the far left hand corner and click on the BDMS Display Document icon (the magnifying glass). This is a more specific query method which will take you directly to the scanned document instead of the results set you obtained by accessing BDMS from the application.

Note: Documents indexed within BDMS and **Added** to Banner Checklist will match the following criteria:
• Received Date – field will be updated to the current date image was indexed
• Checklist Origin – field will be updated to show BDMS
• Item Description – field will be updated to show BDMS (Banner username)

The following images will be available on the SAAADMS Checklist tab for a student when applicable:

Admissions Requirement (Checklist Code) | STVADMR Desc. (Checklist Desc.)
--- | ---
DOB | Accurate Date of Birth
PRSU | Declaration of Finances
AFEE | Adm. App. Processing Fee
DEVD | Proof of Remediation or Waiver
GDST | Letter of Good Standing
GR99 | Withdraw from Grad School
INAP | Incomplete Application
LRHS | Letter of Recomm. High School
MAJR | Major Code
RNST | Letter of Reinstatement
SECD | Secondary School Records
STSI | Student Signature
PERM | Permanent Resident Card
VISA | Visa Papers
SSNO | Copy of Social Security Card
SUPT | Letter of Support

Place the cursor on the admissions requirement that you wish to view in BDMS

Query for documents by using the BDMS – Display Documents icon (a magnifying glass) next to the Print icon.
Application WebApp will open and the resultant query will return the selected document.

Note: If you place the cursor on the admissions requirement, and click on BDMS – Display Documents icon (a magnifying glass) next to the Print icon, but an image has not been indexed, you will receive a message of “No Document Found”.

![Screenshot of Application WebApp and BDMS interface](image-url)
Accessing General Student Images (Banner – SAAADMS, SOAPCOL, SOASCH)

BDMS icon has been added to the Banner toolbar (Display Document Icon). This icon allows a user to open ApplicationXtender from within Banner toolbar and execute queries. It also allows auto querying of object on the location of your cursor within a Banner form.

When applicable all images pertaining to college/high school transcripts, unofficial test scores, letters, e-mail, etc for a student will be access using the Key Block ID on the following forms:

SAAADMS – Admissions Application
SOAPCOL - Prior College
SOAHSCH – High School Information

1. Log into Banner.

2. Navigate to SAAADMS, SOAPCOL or SOAHSCH

   Example: type SAAADMS in the “Go To...” field and press the Enter key.

3. Type the ID number of the student in the box next to “ID” then, click on the BDMS icon to view the images associated with the student ID

The first time you do this you will see a dialog box telling you that your password is being synchronized. Click on the OK button.
**Note:** If a new window does not appear, you may have the Pop Up Blocking enabled. Disable it and the page should automatically reload. If not, click on the BDMS icon again.

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**SAAADMS, SOAPCAL, SOAHSCH - Viewing Images**

The scanned document should appear on your monitor. Using the tool bar icons, you can increase/decrease the size of the document, zoom in or out, drag the document, etc., and using the scroll bar to the right, you can move up and down the screen to view the scanned document.

If there is more than one document type associated with the student ID you noted in the key block a listing will appear.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document ID</th>
<th>Student Name</th>
<th>Date Completed</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAAADMS</td>
<td>12345</td>
<td>John Smith</td>
<td>2023/01/15</td>
<td>1</td>
</tr>
<tr>
<td>SOAPCAL</td>
<td>67890</td>
<td>Jane Doe</td>
<td>2023/02/10</td>
<td>2</td>
</tr>
<tr>
<td>SOAHSCH</td>
<td>11223</td>
<td>Emily Brown</td>
<td>2023/03/12</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** If there is more than one document associated with the query criteria you will view a listing. Double click on the page icon to open the document you would like to view.

If there is only one document type then an image will appear for review. Your toolbar may not look like the one below. The toolbar is based on your security access.
AppXtender Web Access Basic Functions

Viewing Previously Scanned Documents (New Query)

1. Log into your Xtender Web Access account.

2. The following image is an example of the window that will open. Your view may be slightly different based on your role and permissions.

   Note: B-S-ADMN contains images related to Admissions (Graduate and Undergraduate are stored in the same location).

3. Right click on an application and select New Query
4. Enter the **search criteria** into the search value fields.

5. To run the query, click the Submit button

6. The matching documents will be retrieved.

If there is more than one Banner Doc Type a listing will appear.

7. If more than one Banner Doc Type exist then Click on the Page Icon to view document.
8. The selected document should display.

Search by Student ID

**Query Criteria's**

**Search by Student ID**
To see all documents for a particular student ID, enter the ID only, and click Submit.

<table>
<thead>
<tr>
<th>Show/Index Name</th>
<th>Search Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Wildcard**
Use an asterisk (*) for the wildcard, one or more characters in a name field or SSN.
Examples:
- `per*` will return Perez, Pereles, Pereda
- `*per` will return Camper, Casper, and Cooper
- `*per*` will return Arperr, Gepperr, and Halperrn.
- `S*h` will return all names that begin with S and end with h.

**Date Format**
Birth date format is dd-MMM-yyyy as in 06-JUN-1991.
Activity Date format is yyyy-mm-dd hh:mm:ss as in 2011-09-01 00:00:00

**Search by Name**
In the Last or First Name field, enter the student’s name or use a wildcard with part of the name.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>Search Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>Search Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SSN</th>
<th></th>
</tr>
</thead>
</table>
**Search by Document Type or other Drop-down Field**

To limit the search to just a certain *Document Type* for a particular student, type the student ID in the ID field, then click the *Document Type* drop-down and choose *ADMISSION APP* or *COLLEGE TRNSCRPT* from the list.

**Search by Date Indexed**

To search by a range of dates, scroll to the Activity Date (date indexed) field and click the Search Range button.

For activity dates, use the format *yyyy-mm-dd hh:mm:ss*. All items are required. Example: To search between September 1 and September 3 of 2011, use *2011-09-01 00:00:00* and *2011-09-03 23:59:59*
**Search by Range**

For fields with a Search Range button, you have several choices.

For **BETWEEN**, you must specify the two values. For all others, you need only specify one value. See also *Date Format* section above.

![Search Range](image)

**Search by List**

To search for documents belonging to more than one student, click the search list box icon at the end of the ID row. (This process cannot be used for fields that are not on drop-down lists.)

![Search List](image)

Continue entering IDs and clicking Add until all needed are entered. This process can also be used at the Last/First Name, SSN, and Institution Number fields.

**Search by Other Criteria**

You may use any of the fields shown to enter criteria. Ensure that you do not enter criteria that will return thousands of results, such as just “CT01” for Admissions Requirement. There will be many of those.
**Saving Queries**

1. Follow steps 1-4 in **Viewing Previously Scanned Documents (New Query)**

2. Before running the query, save the query by entering the query name in the **Query Name box** and click on the **Save** button.

3. Proceed with steps 5-8 in **Viewing Previously Scanned Documents (New Query)**.

4. The saved query will appear under the application that you ran the query. Double click on the query to run again or right click and choose **Run Query**.

**Editing Queries**

1. **Highlight** saved query and **right click**
2. Click on **Edit**

3. The search values window will appear. **Change values** click **saves**, and then select **submit**.

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**Deleting Queries**

1. **Highlight** saved query and **right click**

   ![Highlight and Right Click]

2. **Click** **Delete**

3. **Click Yes** if a confirmation dialogue box appears.
**Query Properties**

The query properties dialogue box provides a means to rename a query and also to change the permissions.

1. **Highlight** saved query and **right click**

2. **Click** **Properties**

3. The Query Dialogue Box will be displayed

4. Alter the information as required

5. **Click on the OK button to save the changes.**

6. The new name of the query will appear in your saved queries
Menu Bar

File Menu
Batch Import - Used to create new electronic document batches
Logout – Close Web Access session

Edit Menu
New Query - Used to run queries on documents held within BMDS
User Setting – Used to add/modify your personal PC settings

View Menu
Used to Switch between Application and Batch Index (list) views

Help Menu
Used to check status of installed software
**Shortcut Menu**

Used to provide quick access to commonly used functions

1. From Application View, **right click**

2. A menu of commonly required tasks will be displayed

3. Use the left mouse click to select the required action