

## Banner Document Management/ApplicationXtender – Retrieving Documents

Login to Banner, you can get to the ApplicationXtender app by clicking on the magnifying glass icon on the toolbar.

Oracle Fusion Middleware Forms Services: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.5.3.1 (TEST)

ID:  Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID:  Name Type:

**Person**

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

**Non-Person**

Name:

**ID and Name Source**

**Last Update**

User:

Activity Date:

Origin:

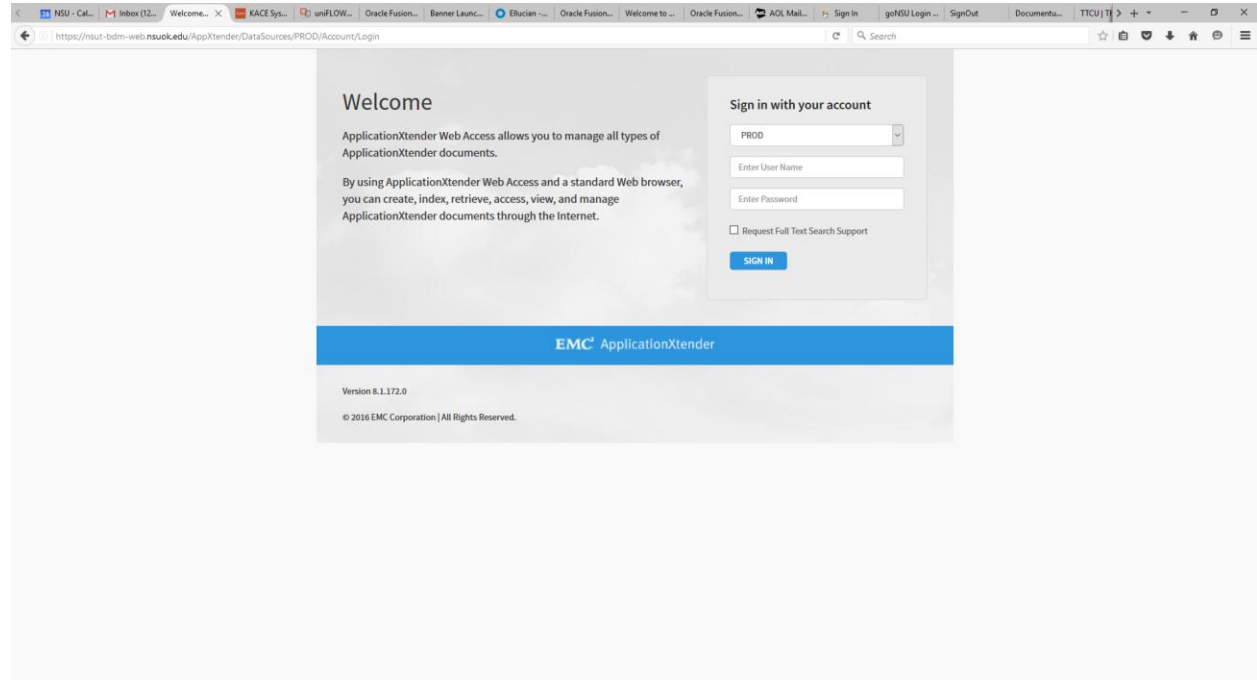
**Original Creation**

User:

Create Date:

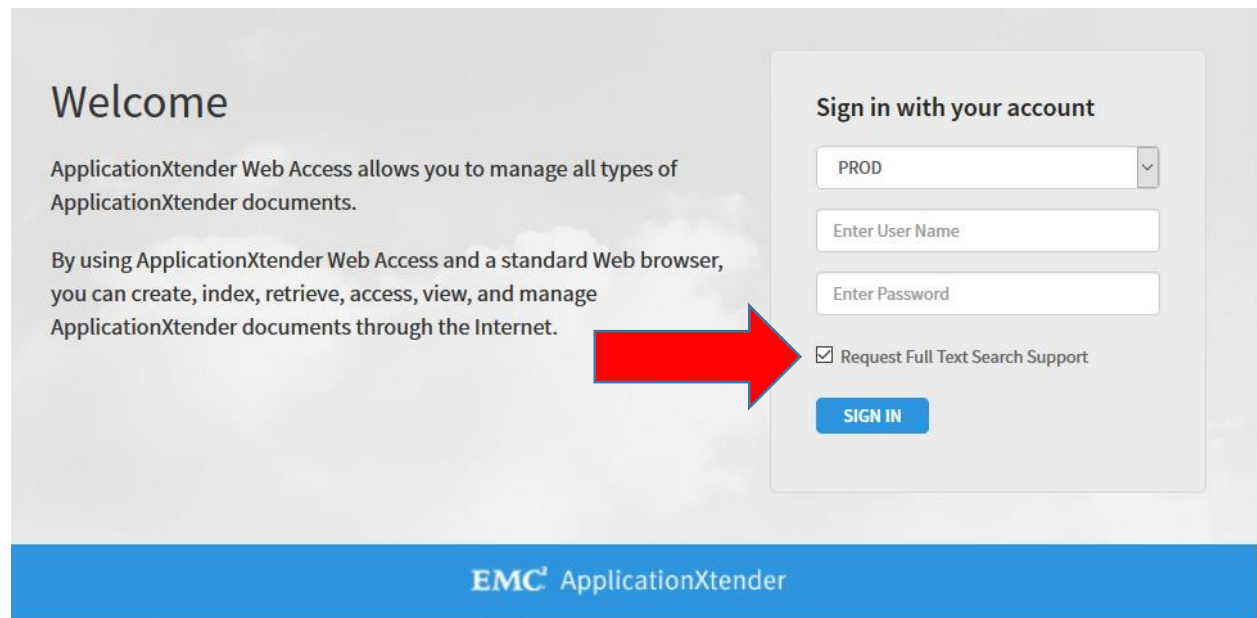
ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.  
Record: 1/1 | | ... | | <OSC>

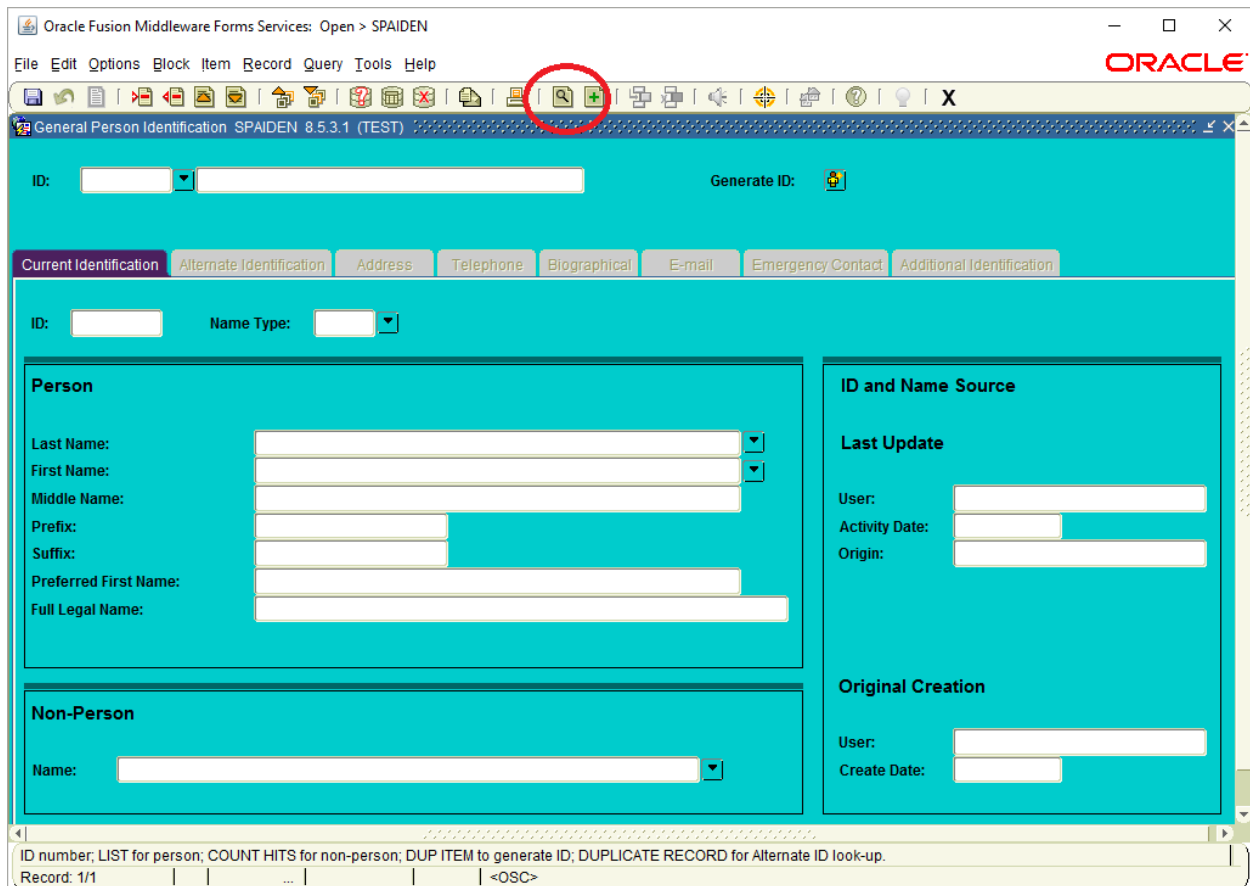
Or go to website: <https://nsut-bdm-web.nsuok.edu/AppXtender/DataSources/PROD/account/login>



Sign in with Banner UserID and password.

If you want the Full Text Search option. Check the Request Full Text Search Support prior to logging in.

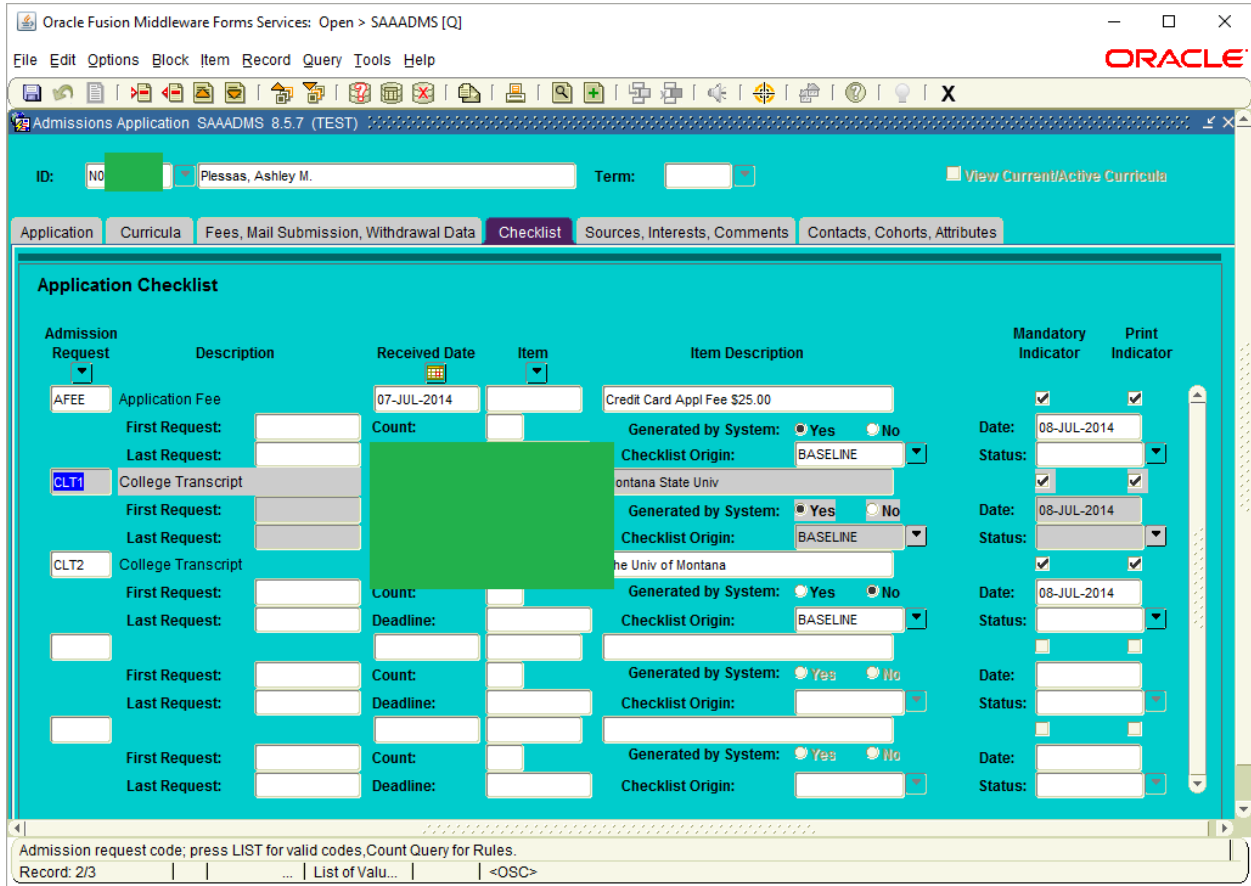




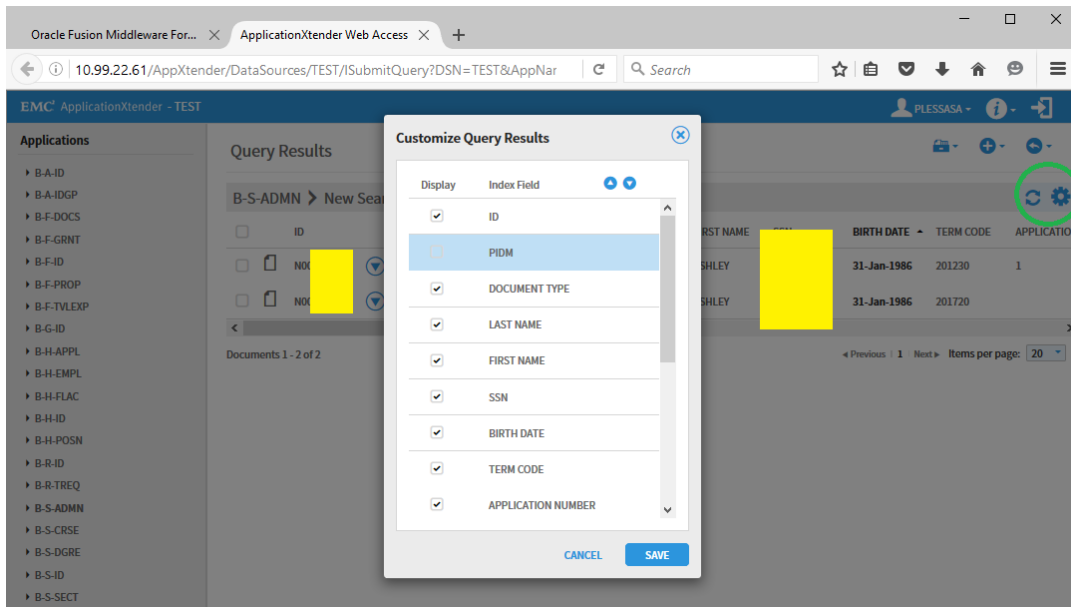
The wildcard for search is an asterisk in this software, not a percent sign like it is in banner. The screen featured above is SPAIDEN, but the search button is also present in other Banner screens. Your search results change depending on what screen you are in (because that changes the context of your search).

For example, being in SAAADMS in the admissions checklist and having a single field highlighted, will change the search criteria to look for documents related to that specific field when you click the search

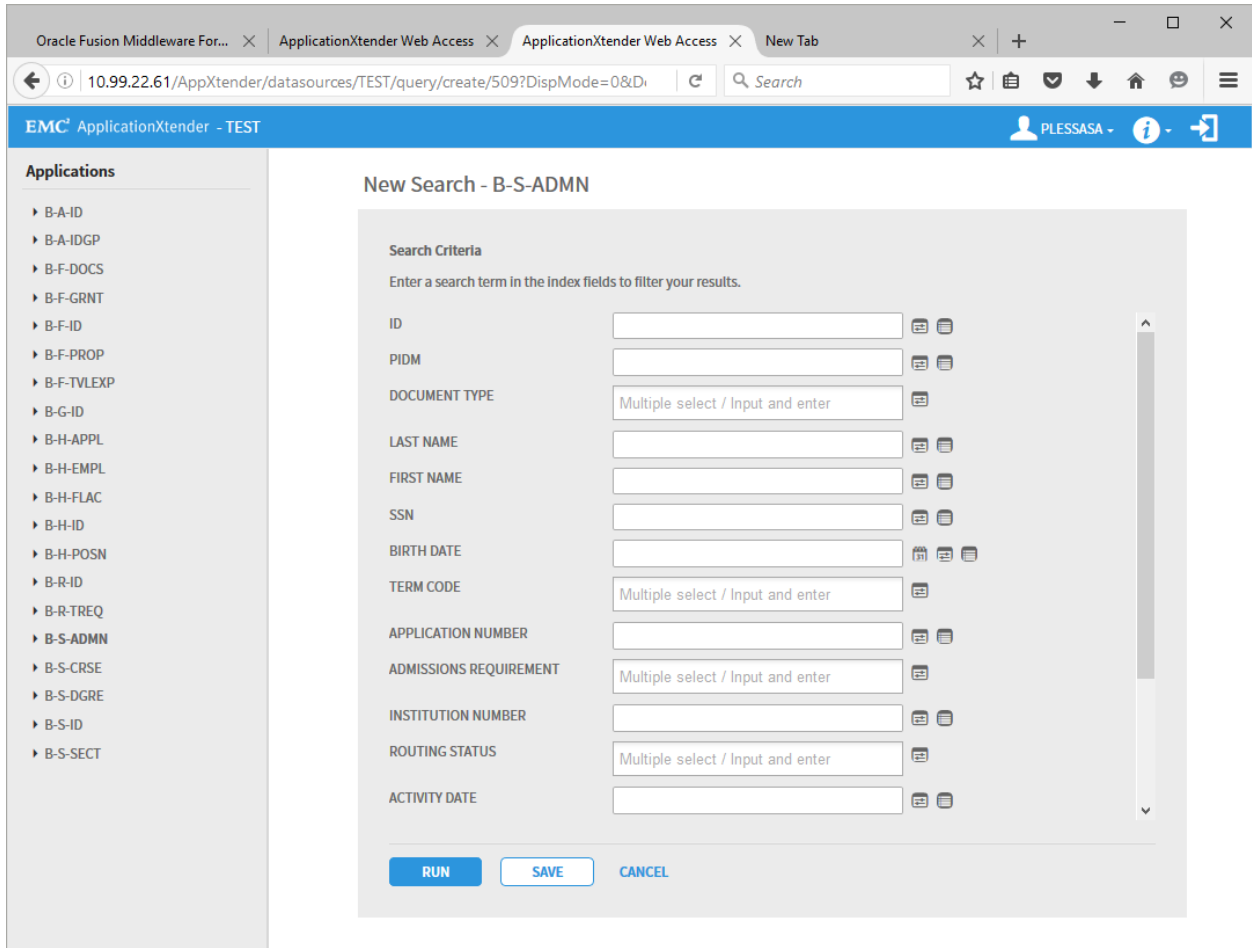
icon in the toolbar. This will open a query screen with the search criteria already populated.



Click on the Application that you would like to open, B-S-ADMN, for example. At this point you can enter an ID or other information to search for documents.



If you query from INB for a particular student, you will get a list of queries. You can toggle or reorder fields by clicking the **gear** in the top right.

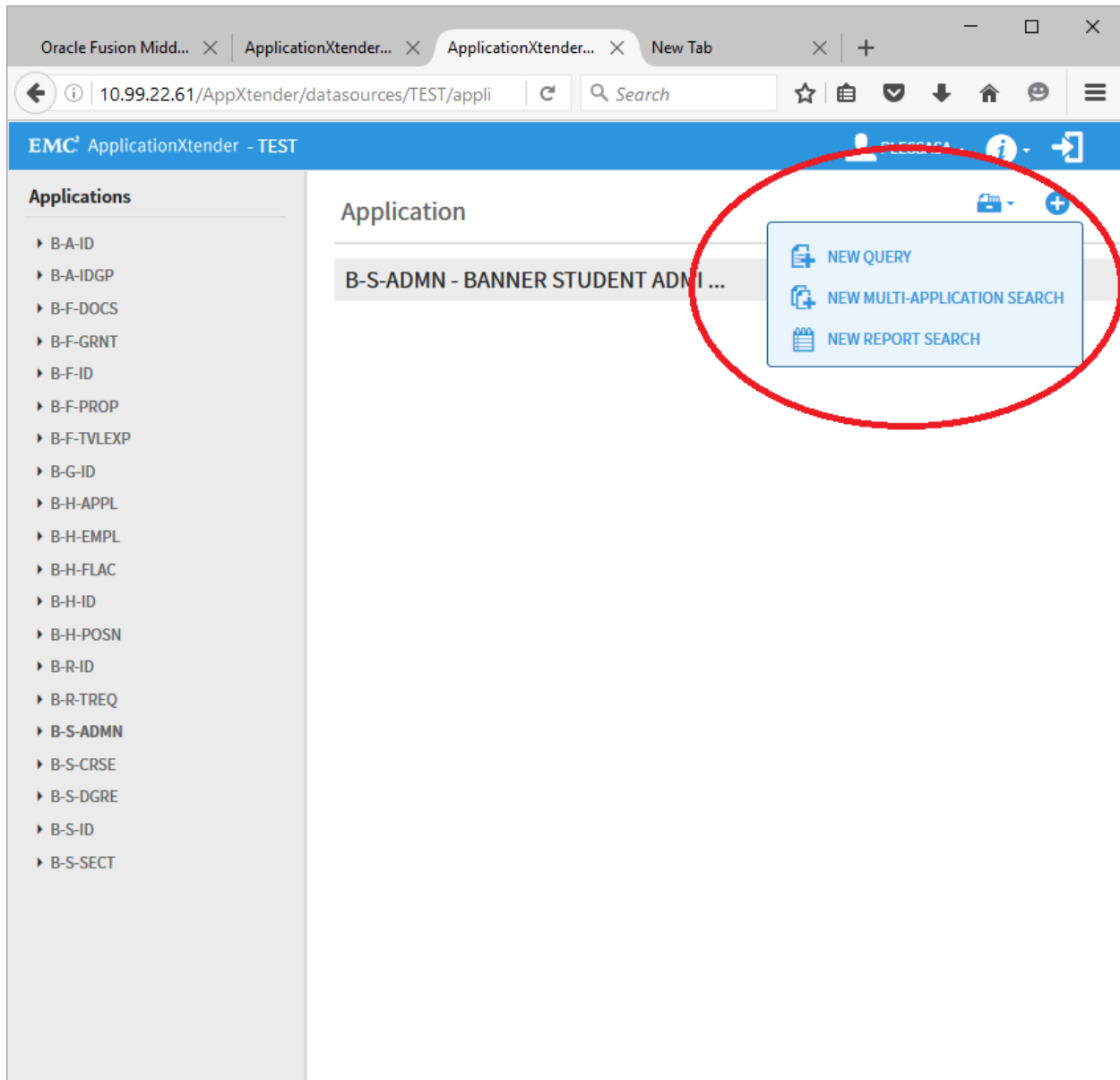


You can even search by a term code and document type and it will give you transcripts from that term from multiple students.

This program can record different file types, including excel and word documents.

You can also do a full text search and enter keywords. It's likely that our old imagio documents will be submitted to full text indexing because there are likely to be indexing issues. These text search functions can be found at the bottom of the general query criteria screen. It will retrieve and document that includes the keyboards that you have selected (if the document was submitted to full-text indexing). Once you open the desired document you have the option to open it in its original format.

You can also search for a record by pressing the + button on the top right to open up a menu that includes New Query, New Multi-Application Search, New Report Search.



## Queries

**New Query** re-opens up the previous screen that first opened when you selected your application (e.g. B-S-ADMN).

**New Multi-Application Search** allows you to search multiple applications on the left hand side. This will be useful when looking for student data in both the current system and older documents from imagio.

## Query Results

You can sort by column headers, and if you click the drop down menu on each record, you get a menu of options.

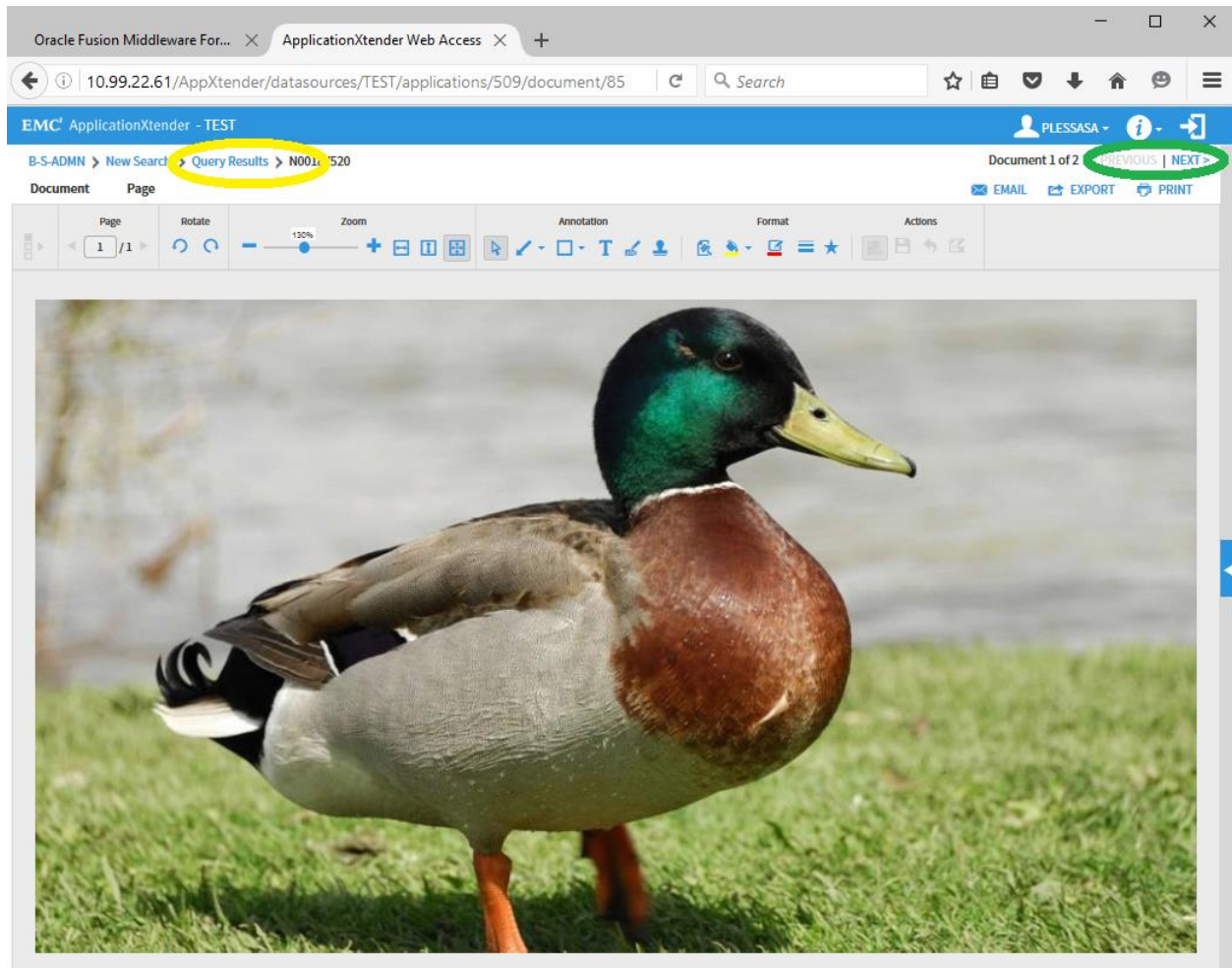
The screenshot shows the Oracle Fusion Middleware ApplicationXtender interface. The browser address bar displays the URL: `10.99.22.61/AppXtender/DataSources/TEST/ISubmitQuery?DSN=TEST&AppNar`. The user is logged in as PLESSASA.

The left sidebar lists various applications, with 'B-S-ADMN' selected. The main area displays 'Query Results' for 'B-S-ADMN > New Search > Query Results'. The results table has the following columns: ID, DOCUMENT TYPE, LAST NAME, FIRST NAME, SSN, BIRTH DATE, TERM CODE, APPLICATION NUMBER, and ADMIS.

ID	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION NUMBER	ADMIS
[REDACTED]	COLLEGE TRNSCRT	PL [REDACTED]	ASHLEY	[REDACTED]	[REDACTED]	201230	1	CLT1
[REDACTED]		PL [REDACTED]	ASHLEY	[REDACTED]	[REDACTED]	201720		TOEF

A context menu is open over the first record, showing the following options: OPEN, PRINT, EMAIL, DELETE, EXPORT COLD, and SUBMIT OCR JOB. The page footer indicates 'Documents 1 - 2 of 2' and 'Items per page: 20'.

When looking at a record, you can return to **Query Results** from the breadcrumb menu or you can go to the **next/previous** record from the query list.

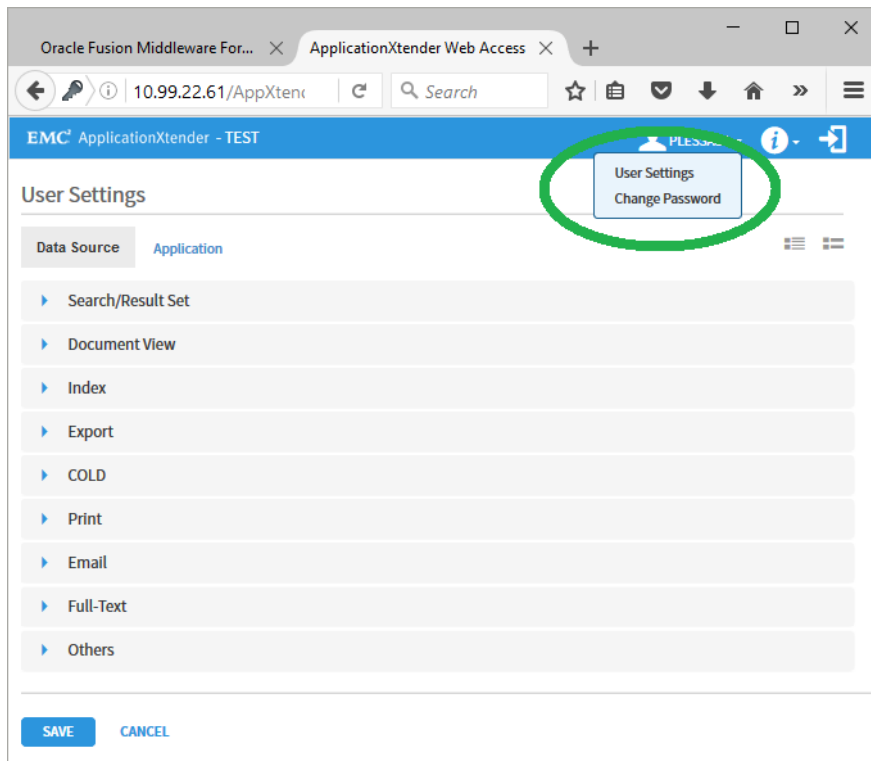


Once a document is deleted, it can't be recovered. Delete access is restricted.

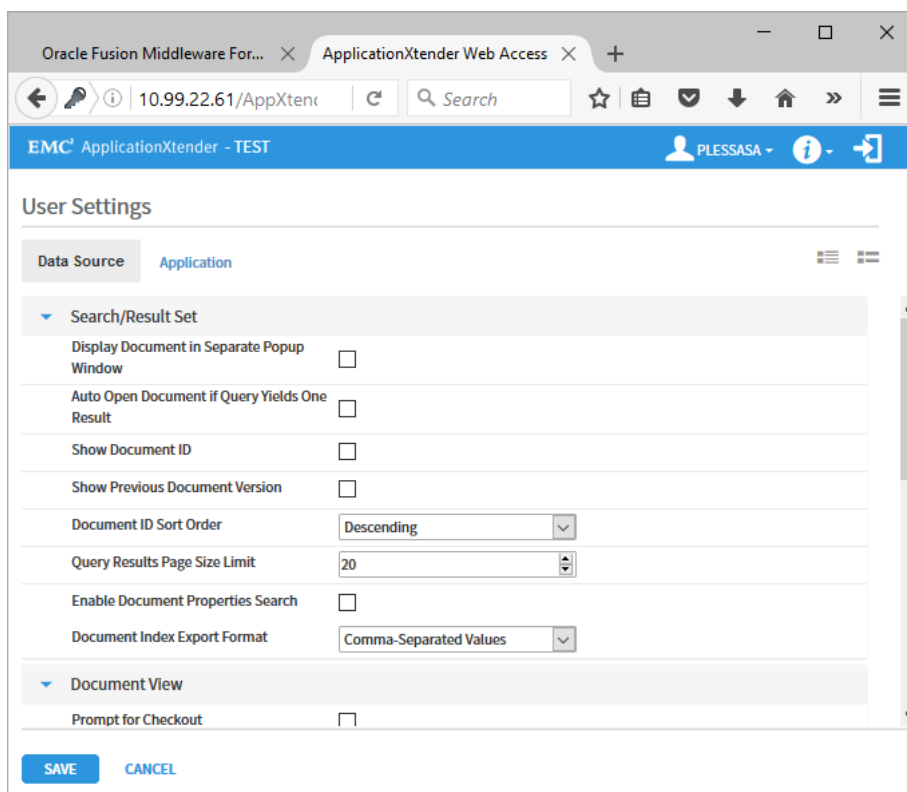
Export Cold means export to text.



## User Settings



To change your settings, select your username in the top right and a drop down menu will appear with the “User Settings” Option.



In the Search/Result Set you can modify how the software displays your search results and how your results are exported. For example, you can choose to export documents as CSV files if you do data work.

“Auto Open Document if Query Yields One Result” is checked by default.

Browser tabs: Ellucian ..., Welcome..., 401 - Unauth..., Banner Launc..., Oracle Fusion..., Applicati..., Oracle Fusion...

Address bar: 10.99.22.61/AppXtender/datasources/TEST/userProfile/0?lqid=

Page Header: EMC ApplicationXtender - TEST | RATLIEM

### User Settings

**Data Source** Application

- Search/Result Set
- Document View
  - Prompt for Checkout
  - Show Page Thumbnails
  - Enable Inline Rendering of Foreign Files
  - Use Browser to Display PDF Files
  - Use Browser to Display Secured PDF Files
- Index
- Export
- COLD
- Print
- Email
- Full-Text
- Others

**SAVE** CANCEL

Browser tabs: Ellucian ..., Welcome..., 401 - Unauth..., Banner Launc..., Oracle Fusion..., Applicati..., Oracle Fusion...

Address bar: 10.99.22.61/AppXtender/datasources/TEST/userProfile/0?lqid= Search

Page Title: EMC ApplicationXtender - TEST

User: RATLIJIM

### User Settings

**Data Source** Application

- Search/Result Set
- Document View
- Index
  - Show Index View
  - Check for Matching Index
  - Enable Dual Data Entry
  - Ignore Datestamp
  - Display Batch in Separate Popup Window
- Export
- COLD
- Print
- Email
- Full-Text
- Others
  - Home Page

**SAVE** **CANCEL**

EMC ApplicationXtender - TEST

### User Settings

Data Source Application

Print

Print Original Size	<input type="checkbox"/>
Fit to Page	<input checked="" type="checkbox"/>
Print DPI	150
COLD Form Overlay for Print	Image
Page Size / Paper Size	Letter - Portrait
Page Width (Inches)	8.5
Page Height (Inches)	11
Page Margin - Top and Bottom (Inches)	0.1
Page Margin - Left and Right (Inches)	0.1
Endorse Printed Pages	<input type="checkbox"/>
Endorsement Position	LeftTop
Endorsement Text (Maximum of 70 characters)	
Page Fetch Retry Enabled	<input checked="" type="checkbox"/>
Page Fetch Retry Count (1-10)	5
Show Print Log	<input type="checkbox"/>

SAVE CANCEL

Browser tabs: Ellucian ..., Welcome..., 401 - Unauth..., Banner Launc..., Oracle Fusion..., Applicati..., Oracle Fusion...

Address bar: 10.99.22.61/AppXtender/datasources/TEST/userProfile/0?lqid=

Page Title: EMC ApplicationXtender - TEST

### User Settings

**Data Source** Application

- Search/Result Set
- Document View
- Index
- Export
  - Use PDF Format if Possible
  - Black and White Images
  - 4-bit or 8-bit Color Images
  - True-Color Images
  - JPEG Quality Factor
  - Text  Image
  - Use Multipage Files
  - Export in Archived Format
  - COLD Form Overlay for Export
- COLD
- Print
- Email
- Full-Text

**SAVE** CANCEL

EMC ApplicationXtender - TEST

### User Settings

Data Source Application

- Print
- Email
  - Use PDF Format if Possible
  - Use XPS Format if Possible
  - Black and White Images
  - 4-bit or 8-bit Color Images
  - True-Color Images
  - JPEG Quality Factor
  - COLD Form Overlay for Email
  - Display Text as  Text  Image
  - Use Archive File Format
  - Use Multipage Files
  - Send Attachments as Hyperlinks
  - Merge Selected Documents into One
  - Mail Message Format  Text  HTML
  - Client Email Format  MSG  EML
- Full-Text

SAVE CANCEL

Browser tabs: Ellucian ..., Welcome..., 401 - Unauth..., Banner Launc..., Oracle Fusion..., Applicati..., Oracle Fusion...

Address bar: 10.99.22.61/AppXtender/datasources/TEST/userProfile/0?lqid=

Page Title: EMC ApplicationXtender - TEST

User: RATLIJM

### User Settings

**Data Source** Application

- Search/Result Set
- Document View
- Index
- Export
- COLD
- Print
- Email
- Full-Text
  - Enable Full-Text Search
  - Thesaurus
  - OCR Language English
  - Prompt Submitting Full-Text Index/OCR Dialog
- Others
  - Home Page Application Page

**SAVE** **CANCEL**