1. Log into AppXtender <u>https://webxt.odu.edu</u> Enter your Midas ID and Password

Select your application for your department.

2.

3. Indexing

Enter **UIN** # next to Index Name (ID) PIDM, Last Name, First Name, SSN, and Birth Date will populate Select **Document Type** Make sure you are on the page that you are indexing

Click Save

Always check for document types already set up by clicking Select IndexeabuttonC0397fc 0.001 Tw 2.7g

<u>()</u>	Document	Index is Duplica	ited
ment	Select (AP)	Solo-Addition	ar asl monts rocalisti izailas Asla cocasara
	CANCEL	CREATE	APREND

The following message will appear if there is a duplicate document index.

4. Adding Pages to Current Document Type:



Click button, Attach Current Page

5. Adding all Pages to Current Document Type:

		Page	<b>↓</b>
◀ 1	/ 14	<u>▶ 6 6</u>	្រុំ

Click button, Attach All Pages

6. Delete a Page while Indexing:



Click the button, **Delete Page** 

7. Adding Annotations to Document:



### 8. Indexing to a Different Document Type:

Click **Create Another Document** Enter **UIN** # next to Index Name (ID) PIDM, Last Name, First Name, SSN, and Birth Date will populate Select **Document Type** Make sure you are on the page that you are indexing

Click Save

kalokajyE The tractored (But the post block a construction of the table of table

ile*	Choose Files	No file chosen	
	Insert After		

Click Choose File, Select Insert Before/Insert After/Append Click Upload OR

Drag and Drop File from your directory

#### 10. View Documents



#### Slelect New Query

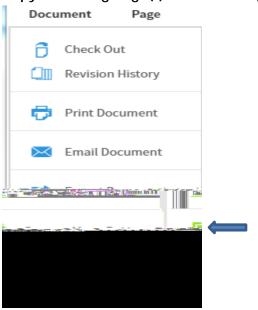
<u></u>		NCW COL C
a		Search Criter
-torrationals nerve instanded	ส่งสมัยราชเวลาสูงรม กาศสราวเประ	ID
		PIDM
T TYPE	Multiple select / Input and enter	DOCUMEN
F		I AST NAM
ST NAME	ia(a) povit to Indov Namo	FIF

### Enter Search Value(s) next to Index Name

Click **Run** Query results will appear

Click the down arrow, vert select Open

#### 11. Copy or Moving Page(s) when Viewing Documents



Click Document, Copy or Move Pages



Enter Document Pages, ex: 1-5

Target Application, your department application

Batch Name (defaults to your username and date/time)

Click Index new Batch document button if you want to index immediately

Click Copy or Move

Note: if you copy batch, will need to delete documents in current document type)

If you do not click Index New Batch document button, documents will appear in Batch List

### 12. Modify a Document Type

When viewing documents



### 13. Print Documents

When viewing documents

💌 EMAIL 🔁 EXPORT 🛱 PRINT

### Click Print

#### Make sure pop-up blocker is tuned off

Print		۲
All Pages		
Current Page		
O Pages	1-3	
🔲 Hide Annotatio	ns	