



# Banner Document Manager End-user Cheat sheet

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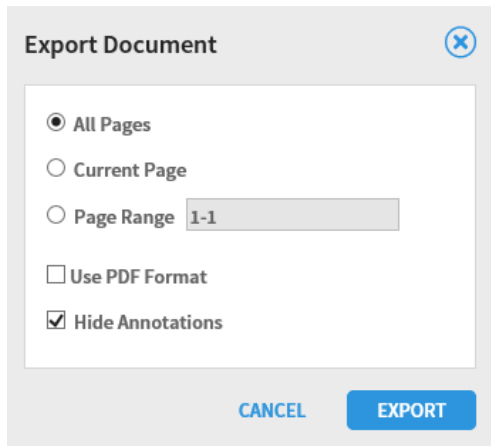
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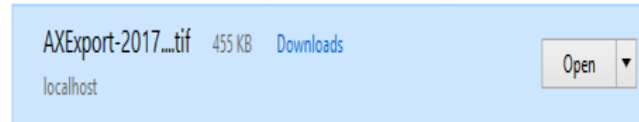
## Exporting Documents

The screenshot displays the EMC ApplicationXtender - SMPL interface. The top navigation bar includes the user 'SYSOP' and document navigation links. The main content area shows a document titled '0001' with a '2014-15 Asset Information' form. On the left, a 'Document' sidebar lists actions: Check Out, Revision History, Print Document, Email Document, Export Document, Copy or Move Pages, Delete Document, Submit OCR, and Document Properties. On the right, a toolbar contains 'EMAIL', 'EXPORT', and 'PRINT' buttons. A purple arrow points to the 'EXPORT' button in the top right, and another purple arrow points to the 'Export Document' option in the left sidebar.

Log in to Web Access and search the document that you want to export.  
Click on Document on the Left top side of screen or Export on the Right top of the screen,

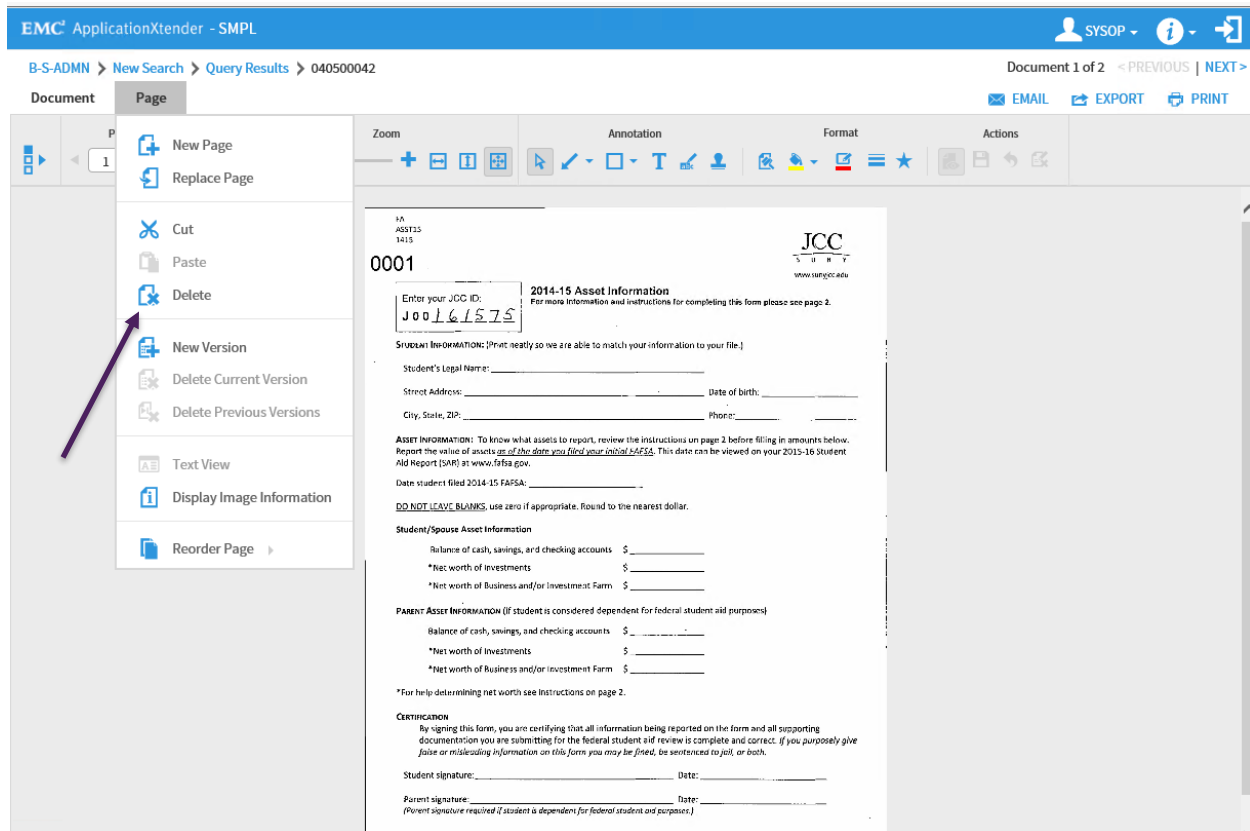


Select one of the setting in the Export Document window and click EXPORT

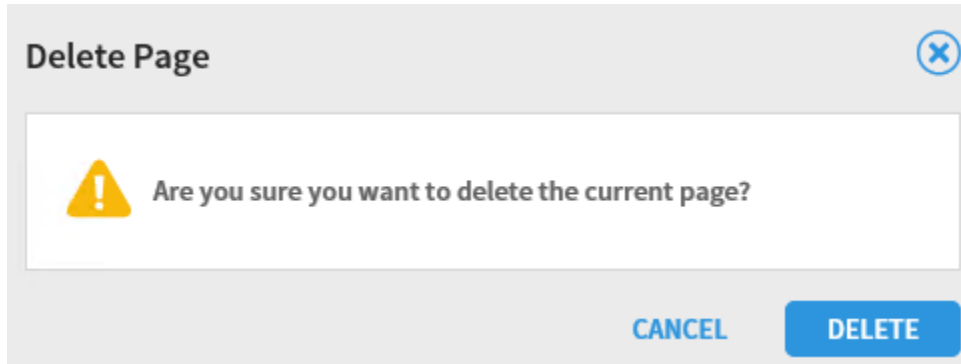


The document will download to you download folder on your PC.

## DELETE A PAGE



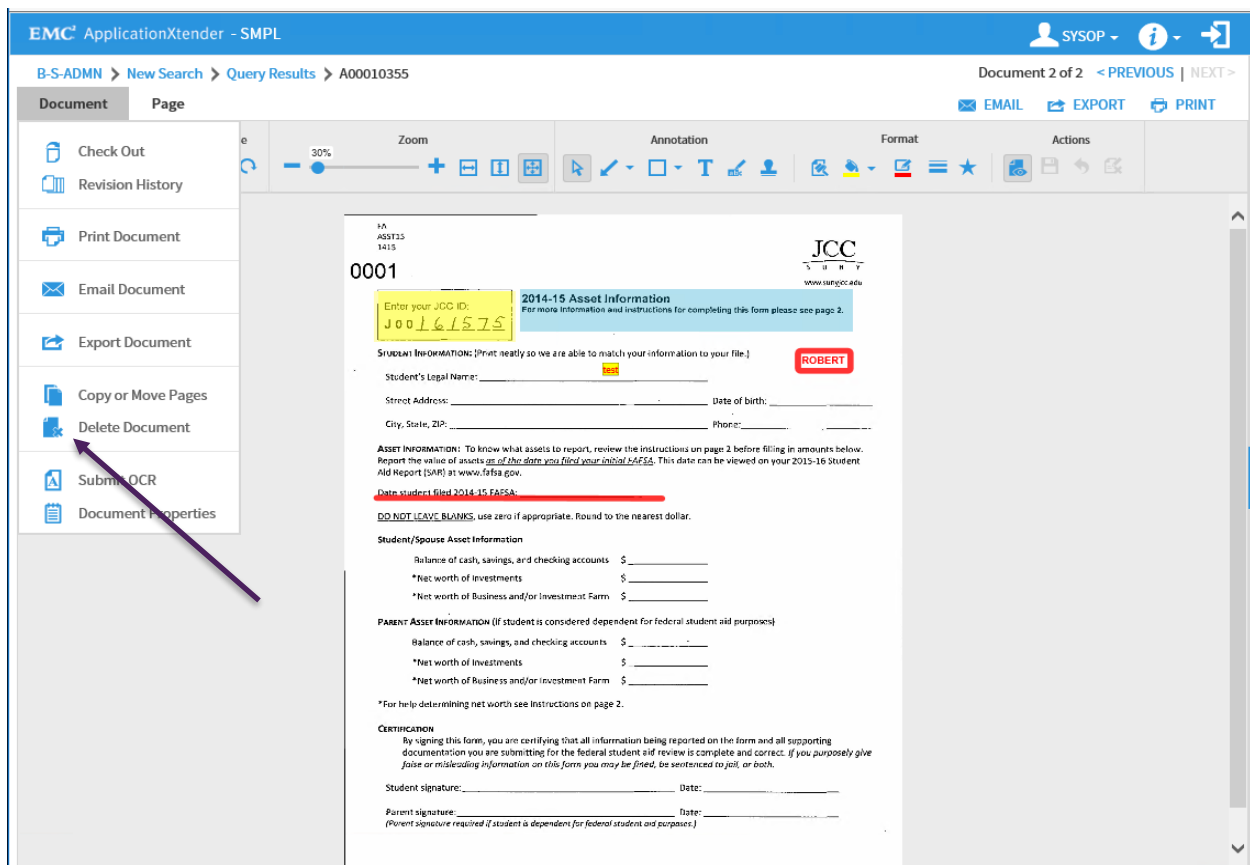
To delete a page there must be more than one page. Display the page you want to delete. Select PAGE at top left of screen and on the drop down list select Delete. If there is only one page then Go to delete Document.



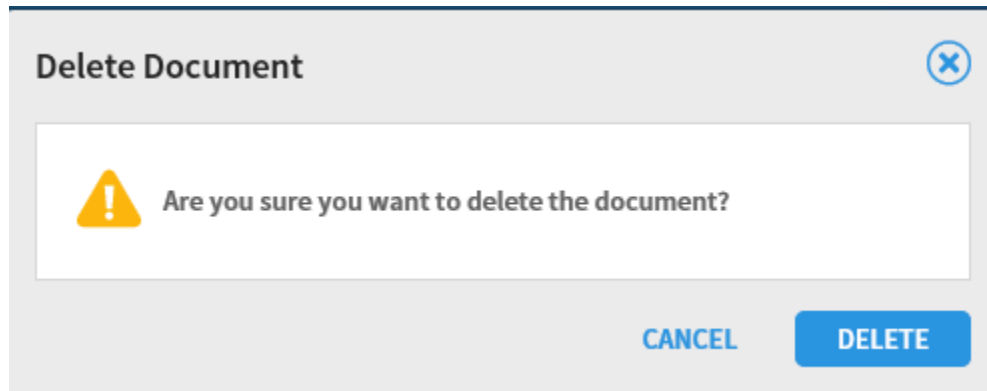
The page will delete.

**NOTE:** There is no Garbage can to recover a deleted page

## DELETE DOCUMENT



To delete a document. Display the document that you want to delete. Select DOCUMENT at top left of screen and on the dropdown list select Delete.



The Document will delete.

**NOTE:** There is no Garbage can to recover a deleted document.

## REORDERING PAGES

EMC<sup>2</sup> ApplicationXtender - SMPL

B-H-EMPL > New Search > Query Results > A00010305

Document Page

Page 4 / 4

30%

Annotation

Format

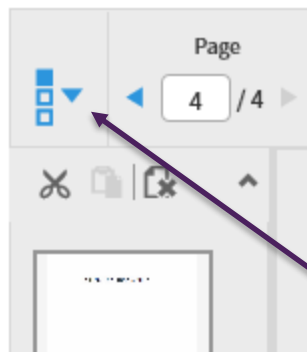
Actions

image 10

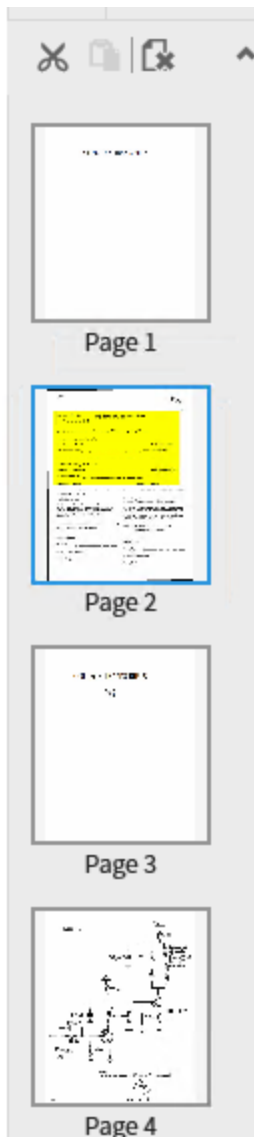
Primary circuit.

This is current driver circuit.  
Phil.

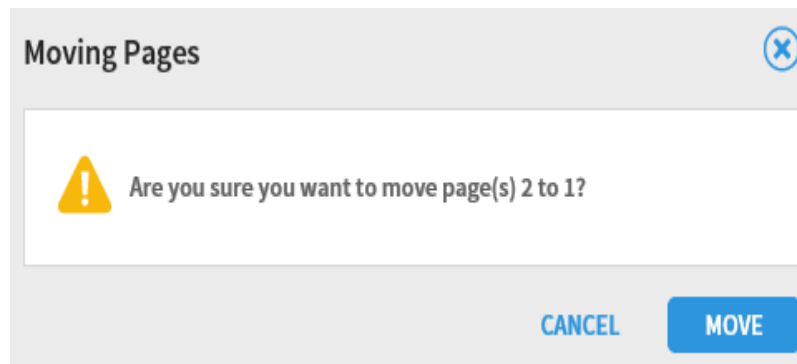
Open the document that you want to reorder.



Display thumbnails on right side by clicking on down arrow.

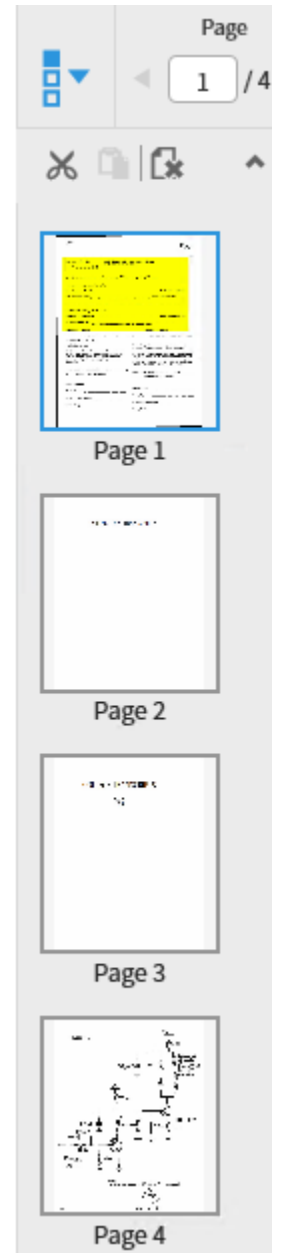


Click on the image and hold down left mouse button  
A blue box will display around the image you want to move. Drag the image to the new location  
then let go of mouse button.



You will then see this message select MOVE

The image will move to the new location.





## VIEW WHO INDEXED A DOCUMENT

EMC ApplicationXtender - SMPL

B-S-ADMIN > New Search > Query Results > A00010355

Document 2 of 2 < PREVIOUS | NEXT >

EMAIL EXPORT PRINT

Document Properties

0001

2014-15 Asset Information

Enter your JCC ID: J00161575

STUDENT INFORMATION: (Print neatly so we are able to match your information to your file.)

Student's Legal Name: ROBERT

Street Address: Date of birth: City, State, ZIP: Phone:

ASSET INFORMATION: To know what assets to report, review the instructions on page 2 before filing in amounts below. Report the value of assets as of the date you filed your initial FAFSA. This date can be viewed on your 2013-16 Student Aid Report (SAR) at www.fafsa.gov.

Date student filed 2014-15 FAFSA: DO NOT LEAVE BLANKS, use zero if appropriate. Round to the nearest dollar.

Student/Spouse Asset Information

Balance of cash, savings, and checking accounts \$ Net worth of Investments \$ Net worth of Business and/or Investment Farm \$

PARENT ASSET INFORMATION (If student is considered dependent for federal student aid purposes)

Balance of cash, savings, and checking accounts \$ Net worth of Investments \$ Net worth of Business and/or Investment Farm \$

\*For help determining net worth see Instructions on page 2.

CERTIFICATION

By signing this form, you are certifying that all information being reported on the form and all supporting documentation you are submitting for the federal student aid review is complete and correct. If you purposely give false or misleading information on this form you may be fined, be sentenced to jail, or both.

Student signature: Date: Parent signature: (Parent signature required if student is dependent for federal student aid purposes.)

Display the document that you want to see the properties on. Click on DOCUMENT on the upper left side of the screen and select Document Properties.

Document Properties

Title: Add the document title here

Subject: Add the document description here

Author: Add a user friendly name here

Add Keywords Add Comment

Application: B-H-EMPL

Revision:

Created: 11/7/2017 9:54:51 AM By SYSOP

Modified:

Check-out Comment:

Reset Data CANCEL SAVE

The Document Properties box will display.

- ❖ You can see the application name
- ❖ Who created / indexed the document.



## INDEX BY DOCUMENT PROPERTIES

### User Settings

Data Source	Application
▼ Search/Result Set	
Display Document in Separate Popup Window	<input type="checkbox"/>
Auto Open Document if Query Yields One Result	<input checked="" type="checkbox"/>
Show Document ID	<input type="checkbox"/>
Show Previous Document Version	<input type="checkbox"/>
Document ID Sort Order	Descending ▼
Query Results Page Size Limit	25
Enable Document Properties Search	<input checked="" type="checkbox"/>
Document Index Export Format	Tab-Separated Values ▼
▶ Document View	

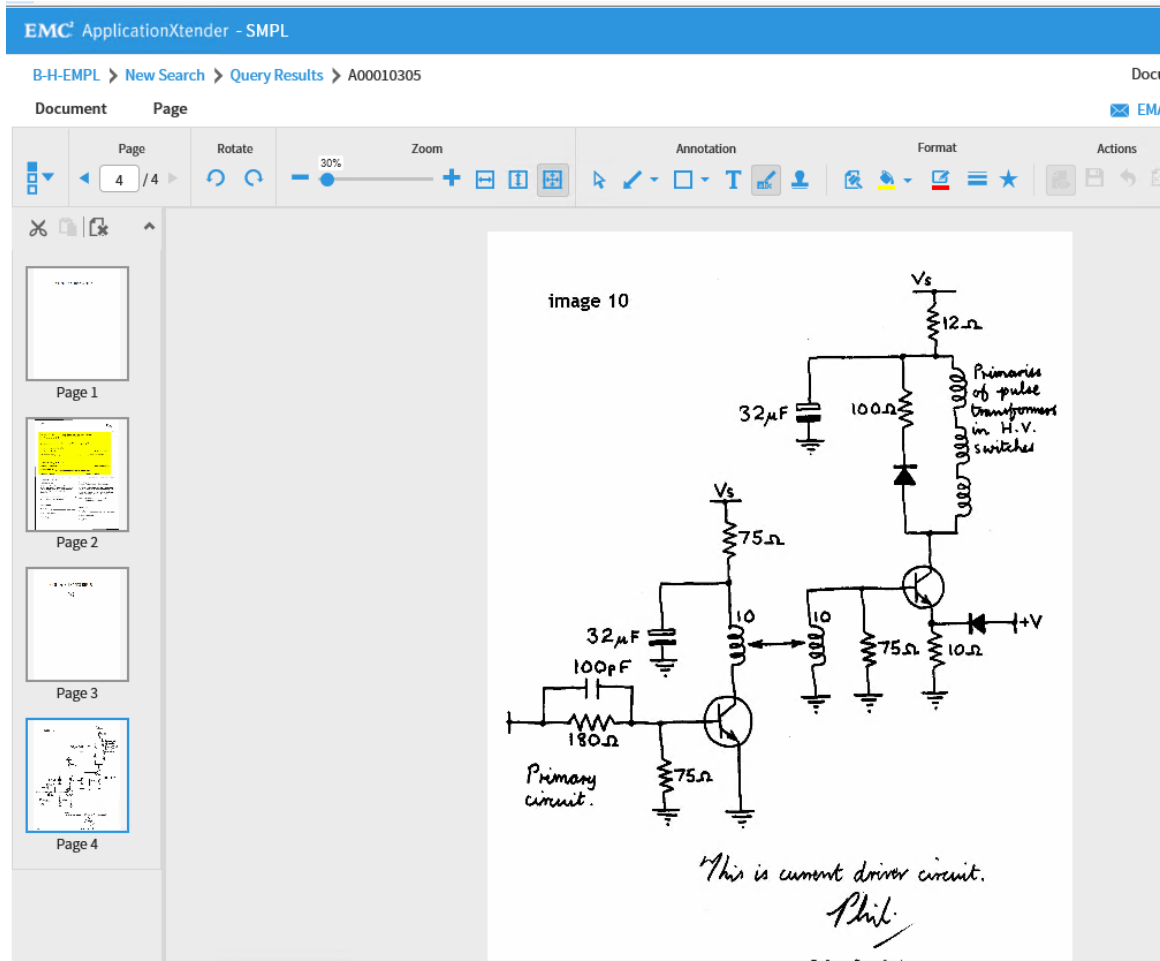
If you go to users setting [ by clicking on your name in upper right corner of the page] and select:

- User Setting
- Search result set
- Enable Document Properties Search

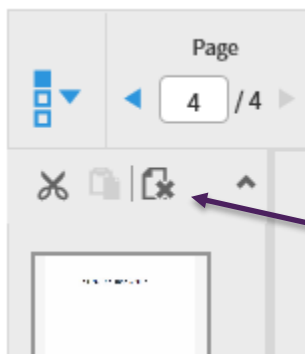
[Title]	<input type="text"/>	 
[Subject]	<input type="text"/>	 
[Author]	<input type="text"/>	 
[Keywords]	<input type="text"/>	 
[Comment]	<input type="text"/>	 
[Owner]	<input type="text"/>	 

You can then then search by: Title, Subject, Author, Keyword, Comment or owner.

## DELETE PAGES FROM THUMBNAIL IMAGES



Open a document with multiple pages. Splay thumbnails on right side



Click on image that you want to delete than click on the page icon with the black X

EMC ApplicationXtender - SMPL

B-H-EMPL > New Search > Query Results > A00010305

Document 5 of 5 < PREVIOUS | NEXT

Document Page

Zoom 30%

Annotation

Page 1

Page 2

Page 3

21. AUDIS (H)

JCC

2111

www.jcc.edu

Enter your JCC ID: **J00000789**

2014-15 Student Information Release for Financial Information

Read information and instructions on page 2 before completing this form.

SECTION A. Student Information

Name (last, first, middle initial) \_\_\_\_\_ Last 4 digits of SSN #: \_\_\_\_\_

Current mailing address \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

SECTION B. Third party designee

Name (last, first, middle initial) \_\_\_\_\_ Last 4 digits of SSN #: \_\_\_\_\_

Current mailing address \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

SECTION C. Certification

Student signature \_\_\_\_\_

Parent signature: \_\_\_\_\_

My signature below verifies I have read and understood the FERPA regulations as stated on page 2 of this form, and I authorize the above named third party designee access to my financial information for the 2014-15 academic year.

My signature below verifies I have read and understood the FERPA regulations as stated on page 2 of this form, and I authorize the above named third party designee access to my financial information reported on the 2014-15 FAFSA for the student listed in Section A above.

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by student listed in Section A.

Signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by student listed in Section A.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Stamp

Notary Stamp

http://localhost/AppXtender/datasources/SMPL

The Delete Page screen will appear click on DELETE.

Delete Page

Are you sure you want to delete selected pages?

CANCEL DELETE

The page will delete.

## ROTATE A DOCUMENT AND SAVE IT

The screenshot shows the OpenText ApplicationXtender interface. The top navigation bar includes 'opentext' and 'ApplicationXtender - BDMTEST'. Below this, the breadcrumb trail reads 'B-S-ADMIN > New Search > Query Results > 901234567'. The main area displays 'Document 1 of 2' with navigation links for '<PREVIOUS' and 'NEXT>'. A toolbar at the top of the document viewer includes icons for 'Document', 'Page', 'Text Search', 'EMAIL', 'EXPORT', and 'PRINT'. Below the toolbar, there are controls for 'Page' (1/1), 'Scanner', 'Rotate' (with a circular arrow icon), and 'Zoom' (04%). The document itself is a scanned image of a college transcript. On the right side, there is a metadata panel with fields for 'ID \*' (901234567), 'PIDM', 'DOCUMENT TYPE \*' (COLLEGE TRANSCRIP), 'LAST NAME \*' (MOUSE), 'FIRST NAME' (MICKEY), 'SSN' (\*\*\*\*\*1111), 'BIRTH DATE' (02-Feb-2020), 'TERM CODE', 'APPLICATION NUMBER', 'ADMISSIONS REQUIREMENT', 'INSTITUTION NUMBER', 'ROUTING STATUS', 'ACTIVITY DATE' (2018-03-08 10:56:02), and 'VPDI CODE'. A 'MODIFY' button is located at the bottom right of the metadata panel.

Open the document that you want to rotate

This screenshot shows a context menu in the OpenText ApplicationXtender interface. The breadcrumb trail is 'New Search > Query Results > 901234567'. The menu is titled 'Page' and contains several options: 'New Page >', 'Replace Page >', 'Cut', 'Paste', 'Delete', 'New Version >', 'Delete Current Version', 'Delete Previous Versions', 'Text View', 'Display Image Information', 'Reorder Page', and 'Rotate and Save >'. The 'Rotate and Save >' option is highlighted in blue. To the right of this option, there are three radio button selections: '90° Clockwise', '180° Clockwise', and '270° Clockwise'. A zoom slider at the top right of the menu shows a value of 138%.

Select Page

Select Rotate and Save





Select one of the setting 90,180,270

The document is now saved at that setting

## DOCUMENT PREVIEW FROM RESULT SET LIST

### Query Results

B-S-ADNM > New Search > Query Results


<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	A
<input type="checkbox"/>	 901234567		COLLEGE TRANSCRIPT	MOUSE	MICKEY	*****1111	02-Feb-2020		
<input type="checkbox"/>	 900012121		COLLEGE TRANSCRIPT	MERENDINO	BOB	*****2323	01-Jan-2020	1718	


Documents 1 - 2 of 2

Do a query for a document then click on the page icon

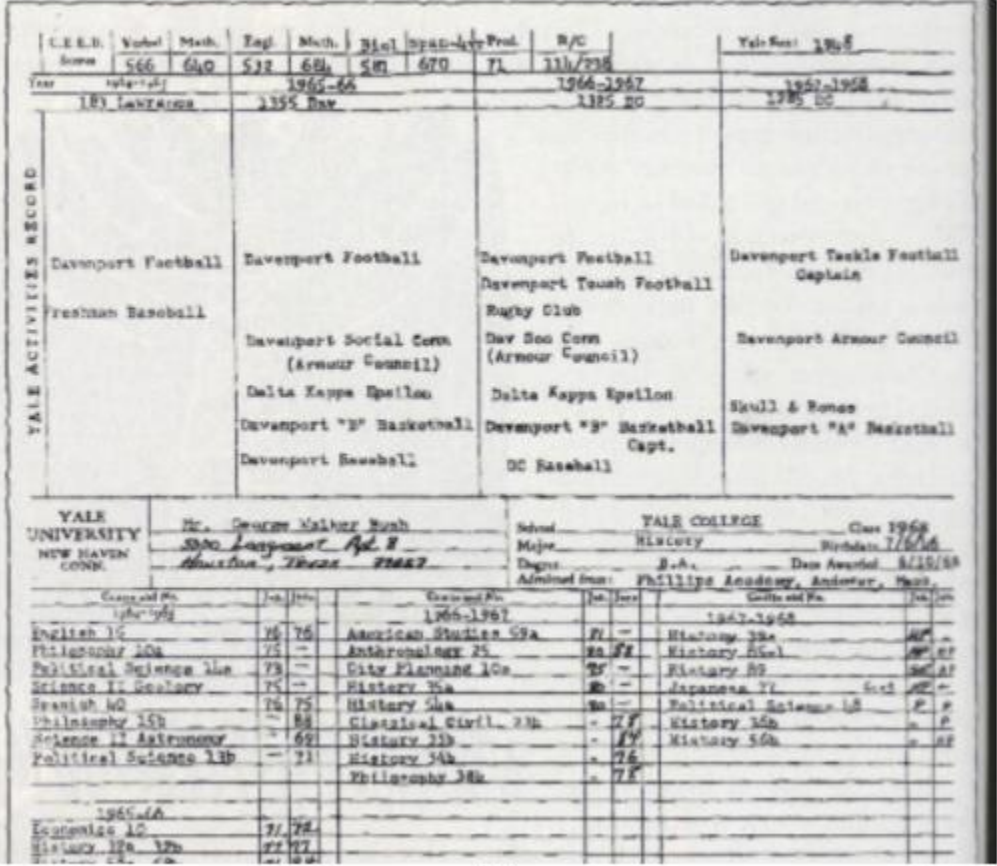
B-S-ADNM > New Search > Query Results

☐

☐ 

☐ 

Documents



140%

The preview document will display with a zoom adjustment.

## FILTER BATCHES BY USER



### Select Manage Batches

	Created By
	BOB
	SYSOP
	SYSOP
	SYSOP
	SYSOP

Click on created by icon

Batch Filter

Filter by User:

All

Cancel

OK

Click on Filter drop down then select OK. Batch list will only show batches of User shown in filter.

TEXT SEARCHING ON IMPORTED PDF OR TEXT DOCUMENTS



Select New Query

Query Results

B-S-ADMN > New Search > Query Results

☒

Open

Delete

Export

Print

Email

Submit

LAST NAME

FIRST NAME

SSN

BIRTH DATE

TERM CODE

☒

900012121

1234

FINAL HS TRANSCRIPT

MERENDINO

BOB

\*\*\*\*\*2323

01-Jan-2020

☒

901234567

COLLEGE TRANSCRIPT

MOUSE

MICKEY

\*\*\*\*\*1111

02-Feb-2020

☒

900012121

1234

COLLEGE TRANSCRIPT

MERENDINO

BOB

\*\*\*\*\*2323

01-Jan-2020

1718

Query the documents to search and check the box at top to select all.

STATUS   ACTIVITY DATE   VPDI\_CODE

Enter a search word and click on the Magnify Glass

Text Search

900012121, 1234, CORRESEPENDENCE, MERENDINO, BOB, ... Found 8 Hits

..... 2008, Fall 2008, or Spring 2009 college term. The member colleges and universities fully ..... e made between this form and a college's own. Please type or pr ..... (Page 1)

..... Yes No In comparison with other college preparatory students at ..... (Page 2)

..... Academ ic Transcript 1996-1999 (College-Bound Example) Jane Ann ..... (Page 8)

..... 008, Fall 2008, or Spring 2009 college term. The member colleges and universities fully ..... be made between this form and a college's own. Please type or p ..... (Page 18)

Click on the specific word that you were searching for.





2007-08 MIDYEAR REPORT

*To be used by students applying for the Spring 2008, Fall 2008, or Spring 2009 college term.* The member colleges and universities fully support the use of this form. No distinction will be made between this form and a college's own. Please type or print in black ink. Be sure to follow the instructions on the cover page of the Common Application booklet to complete, copy, and submit your application to one or more of the member institutions.

---

### TO THE APPLICANT

After completing all the relevant questions below, give this form to your secondary school counselor or another school official who knows you better. Please also give that school official stamped envelopes addressed to each institution that requires a Midyear Report.

Birth date  Social Security No.

mm/dd/yyyy (Optional)

Legal name  ☐ Female ☐ Male

Last/Family (Enter name exactly as it appears on official documents.) First/Given Middle (complete) Jr., etc.

Address

Number and Street Apartment # City or Town State/Province Country ZIP/Postal Code

**Current year courses—please indicate title, level (AP, IB, advanced honors, etc.) and credit value of all courses you are taking this year. Indicate quarter classes taken in the same semester on the appropriate semester line.**

First Semester/Trimester	Second Semester/Trimester	Third Trimester
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Document will display and highlight the word in a black box.

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