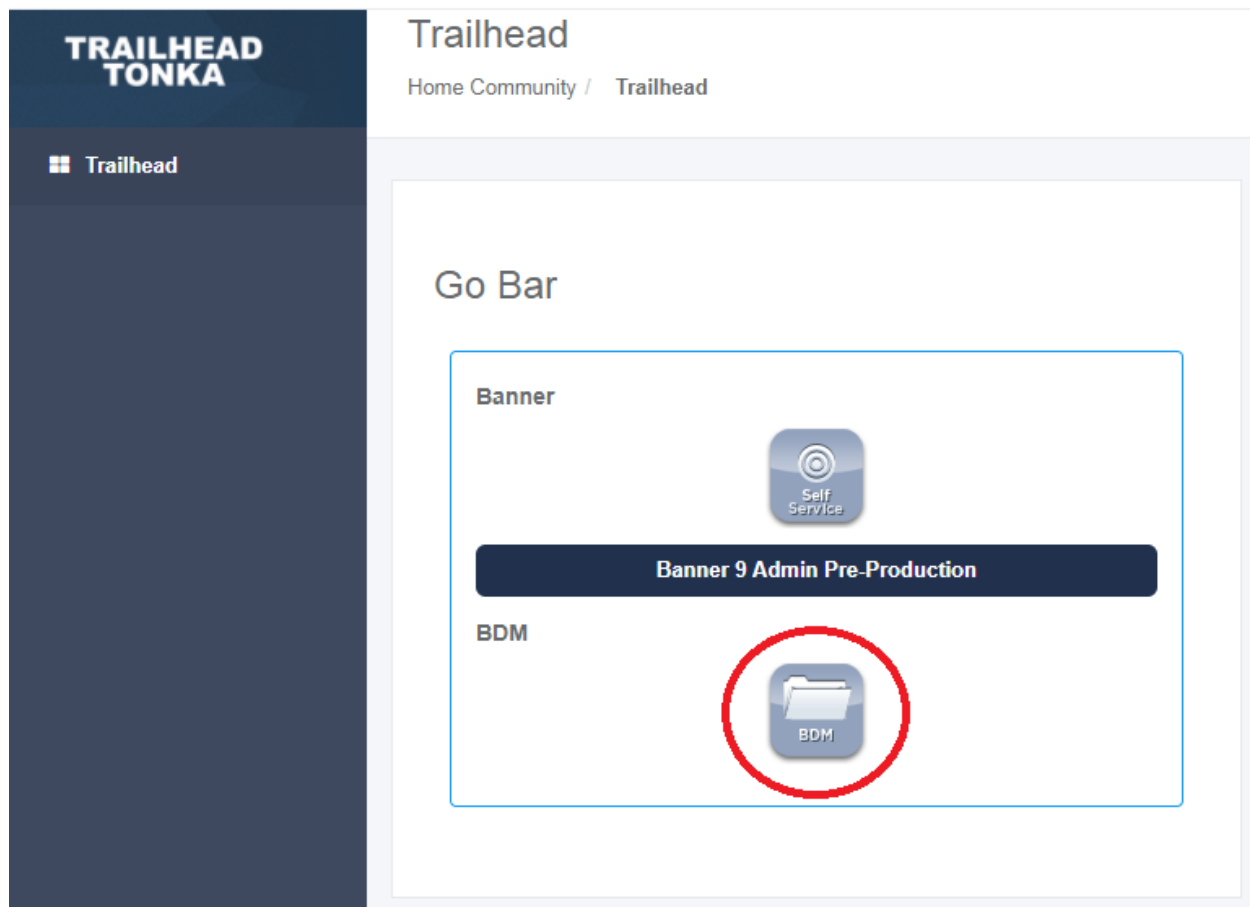


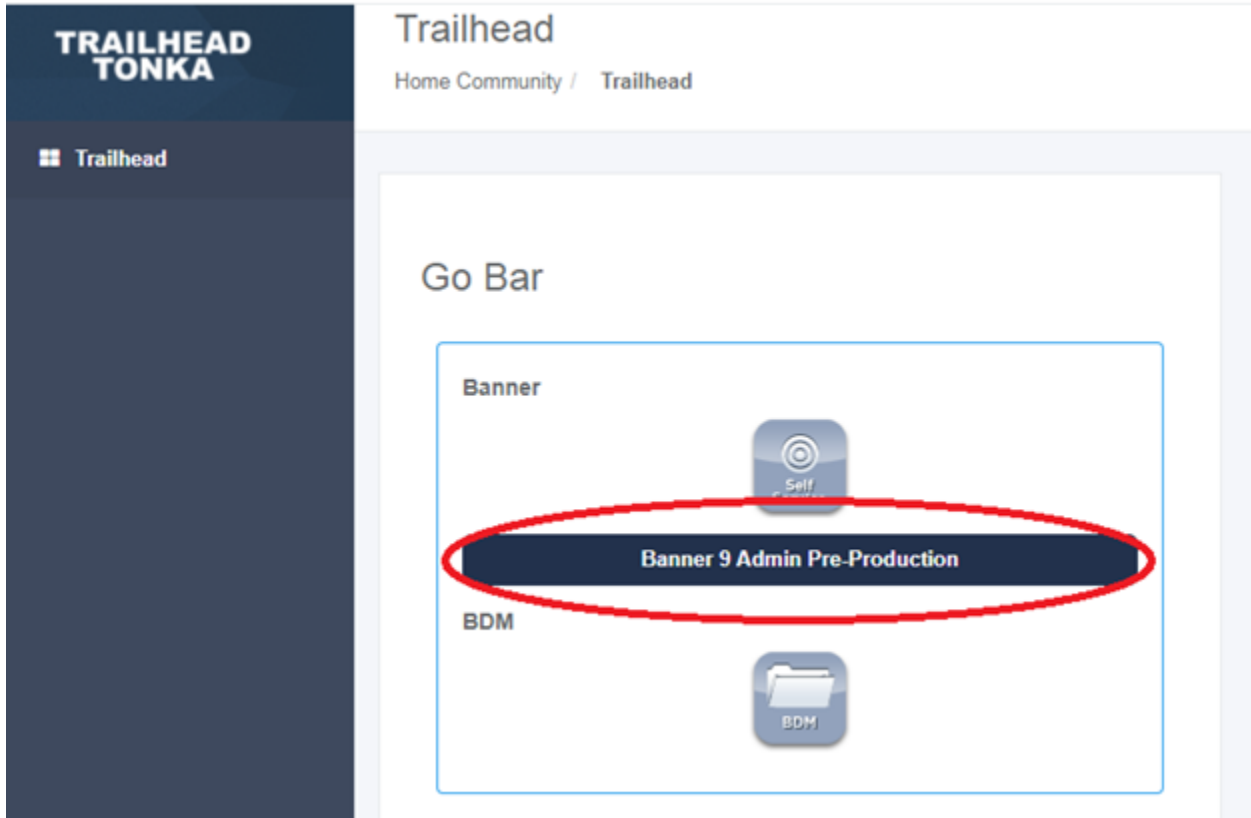
How to use BDM/AppXtender

Last Modified: 3/21/18

For Banner 8 users, please log in from Trailhead and click on “BDM” icon.

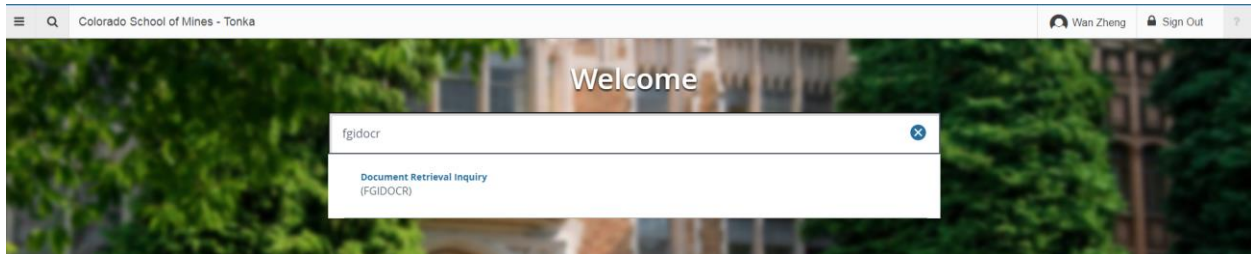


For Banner 9 users who view/print documents, log in from Trailhead and click on Banner 9 Admin Page link:

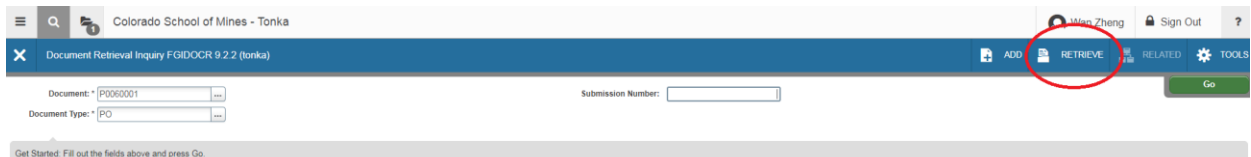


Key in your Banner form, like this:

Note: The form in this guide is only an example.

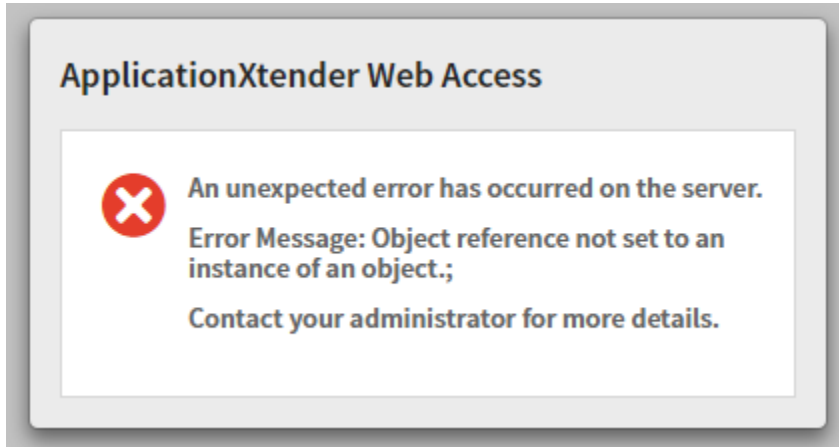


Key in the document criteria and click on the **RETRIEVE** button:

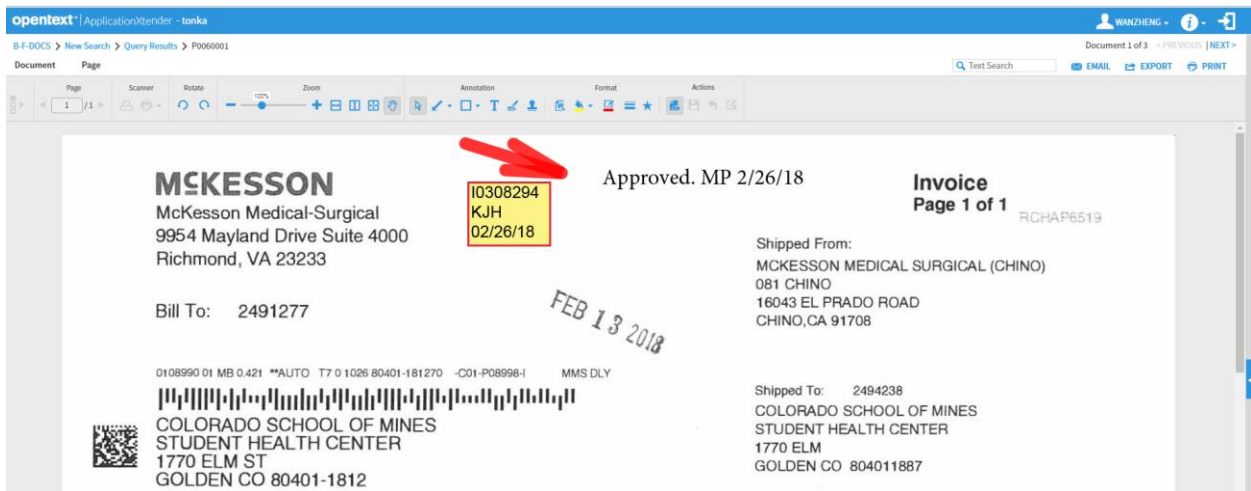


Some known Issues and work around:

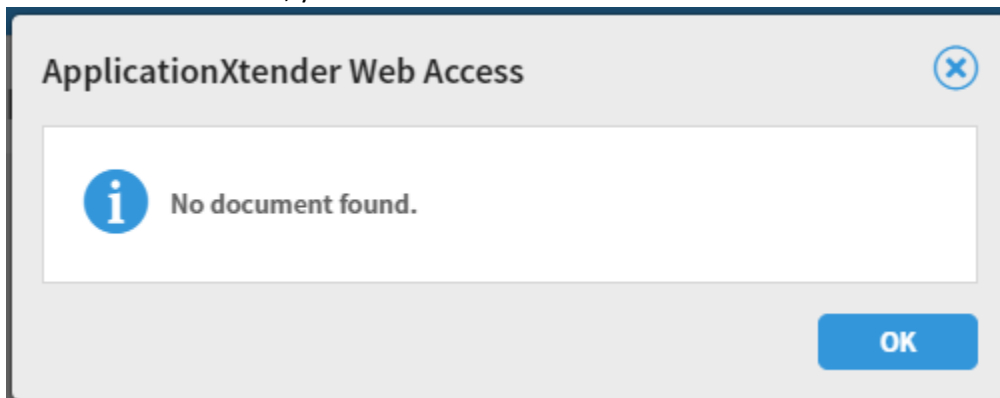
1) You might see this message connecting to ApplicationXtender the first time:



Just Press F5 (refresh page) and you will see your document:

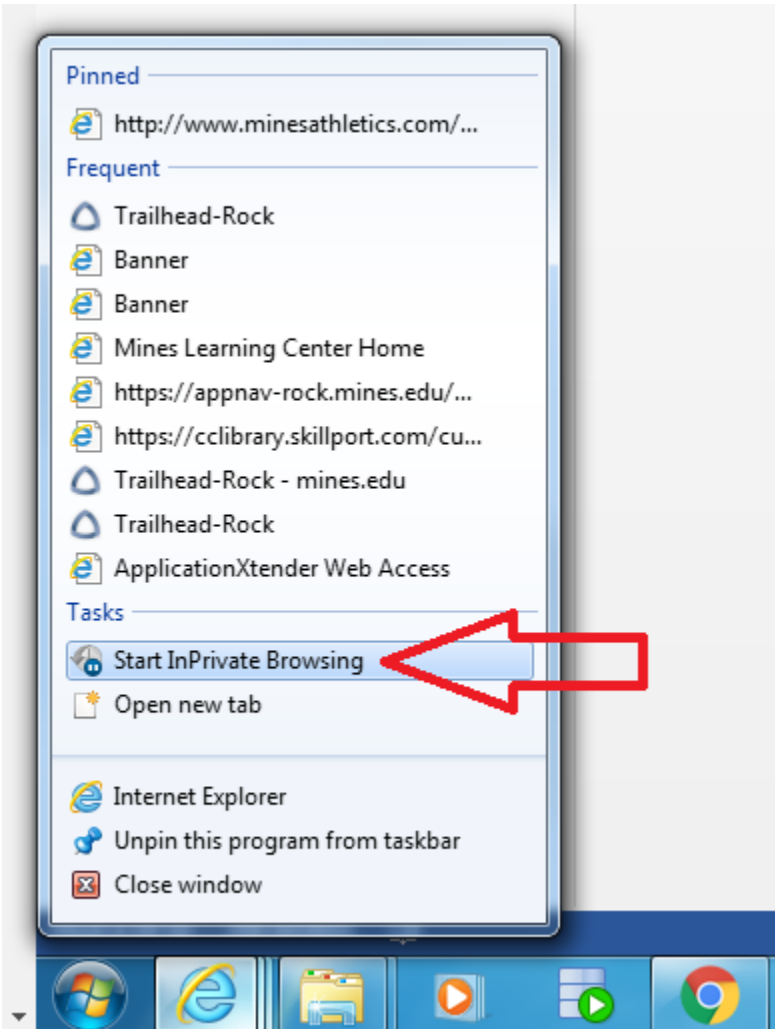


If there is no document, you will see:



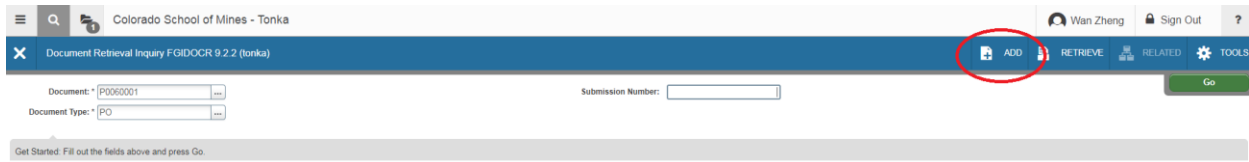
If you do not see a window pop up or new tab, you may need to disable the popup blocker from your browser, or allow a popup exception accordingly.

2) If you are using IE as your browser and the address bar is flashing and appears to be in a stuck state, close IE; right click your IE icon on the taskbar and select **“Start InPrivate Browsing”** to start over:

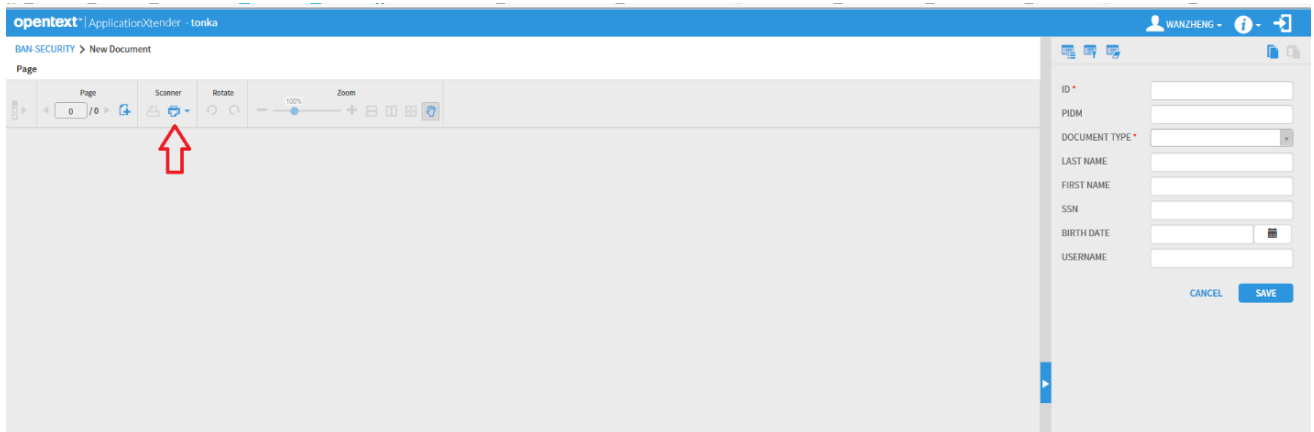


For Banner 9 users who import/scan documents:

Click on the Add button:

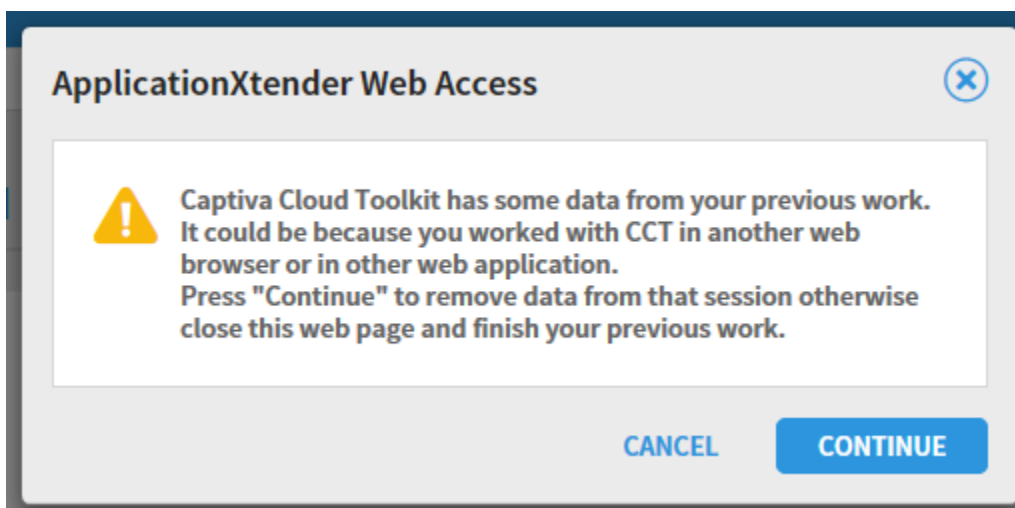


To scan a document, make sure you are using Internet Explorer and your scanner is on first. Click on **Select Scanner** icon to select your scanner:

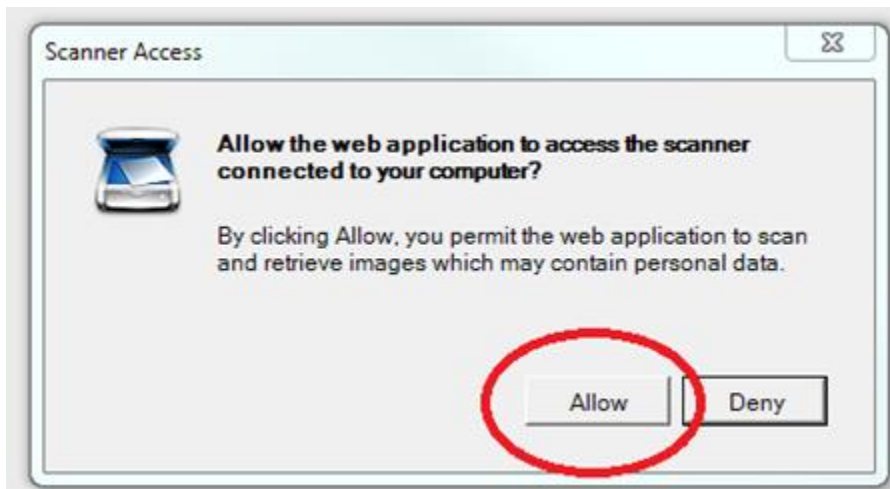


If **Select Scanner** icon is greyed out, press F5 to refresh your page.

If you see this screen, click **Continue**:

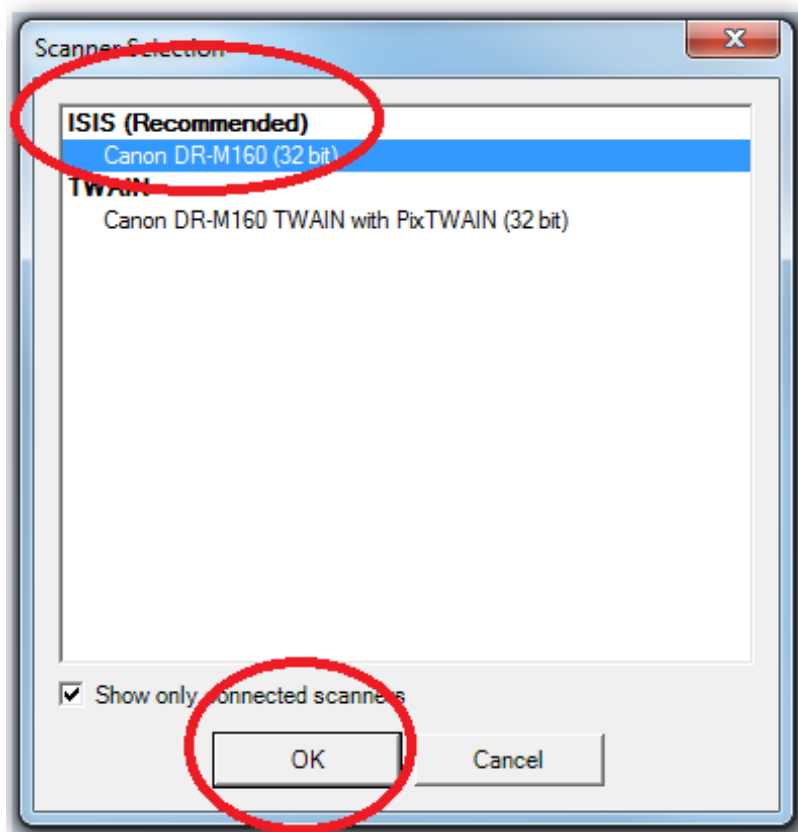


After you click on **Select Scanner** icon, you will see this screen:



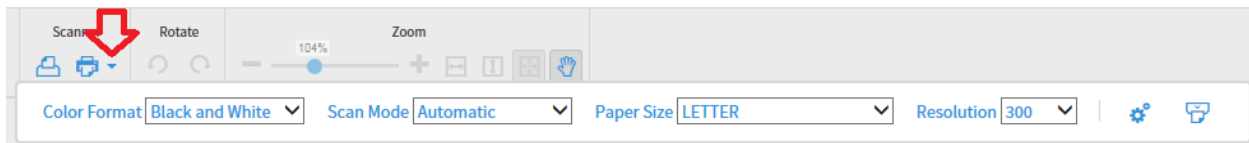
Click **Allow**, your available scanners will show up, select ISIS driver (default) and click **OK**:

Note: if the Scanner Selection window didn't show up, restart your scanner and try again.



Now you can click on the **down arrow** to configure your scanning profile for this session:

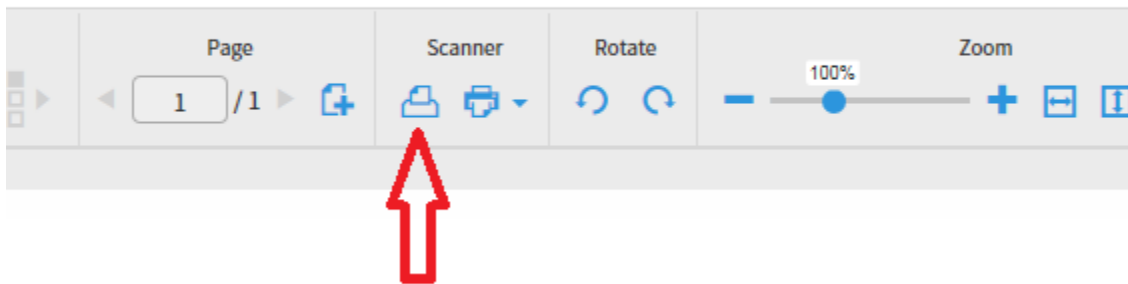
Note: we recommend using Black and White with 300 dpi.



Click the **Scan** icon to start scanning:

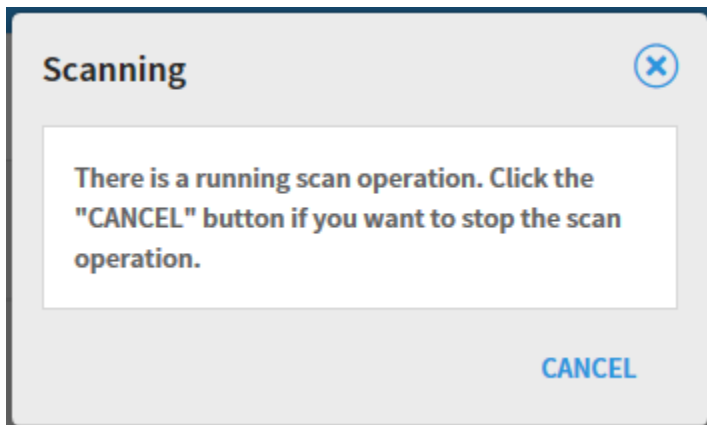
BAN-SECURITY > New Document

Page

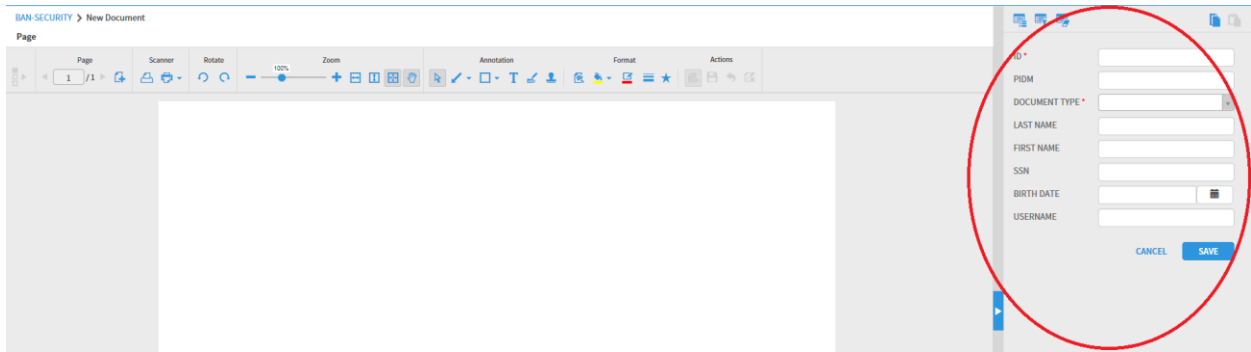


Note: If the **Scan** icon is still greyed out, simply click on it should make it show up.

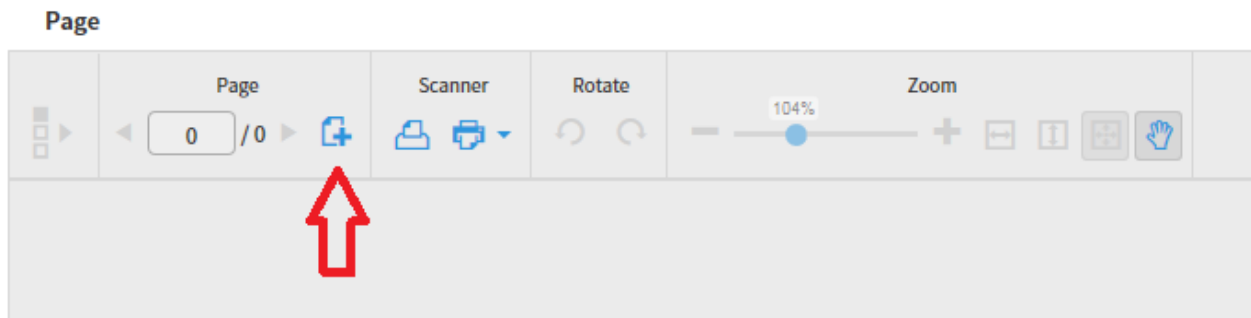
You will see this window while scanning, be patient and DON'T click CANCEL:



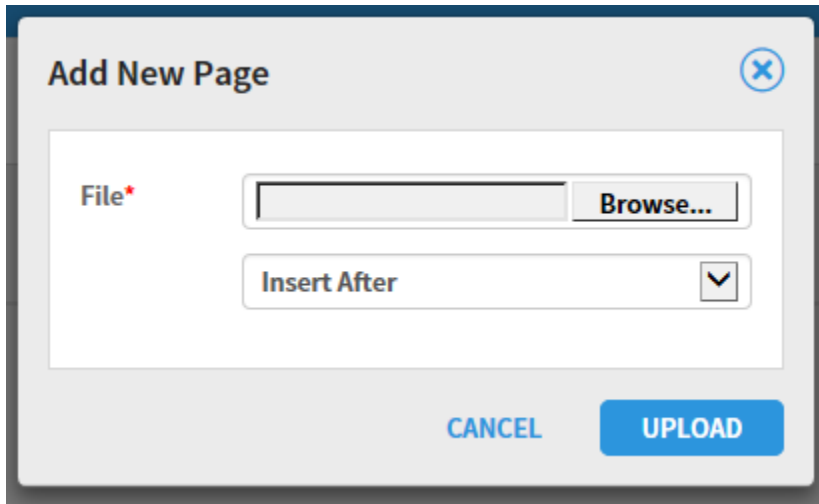
When scanning operation is done, index your document using the index panel on the right. Click SAVE:



To import a document from your computer or a network drive, click on “Add Page”:

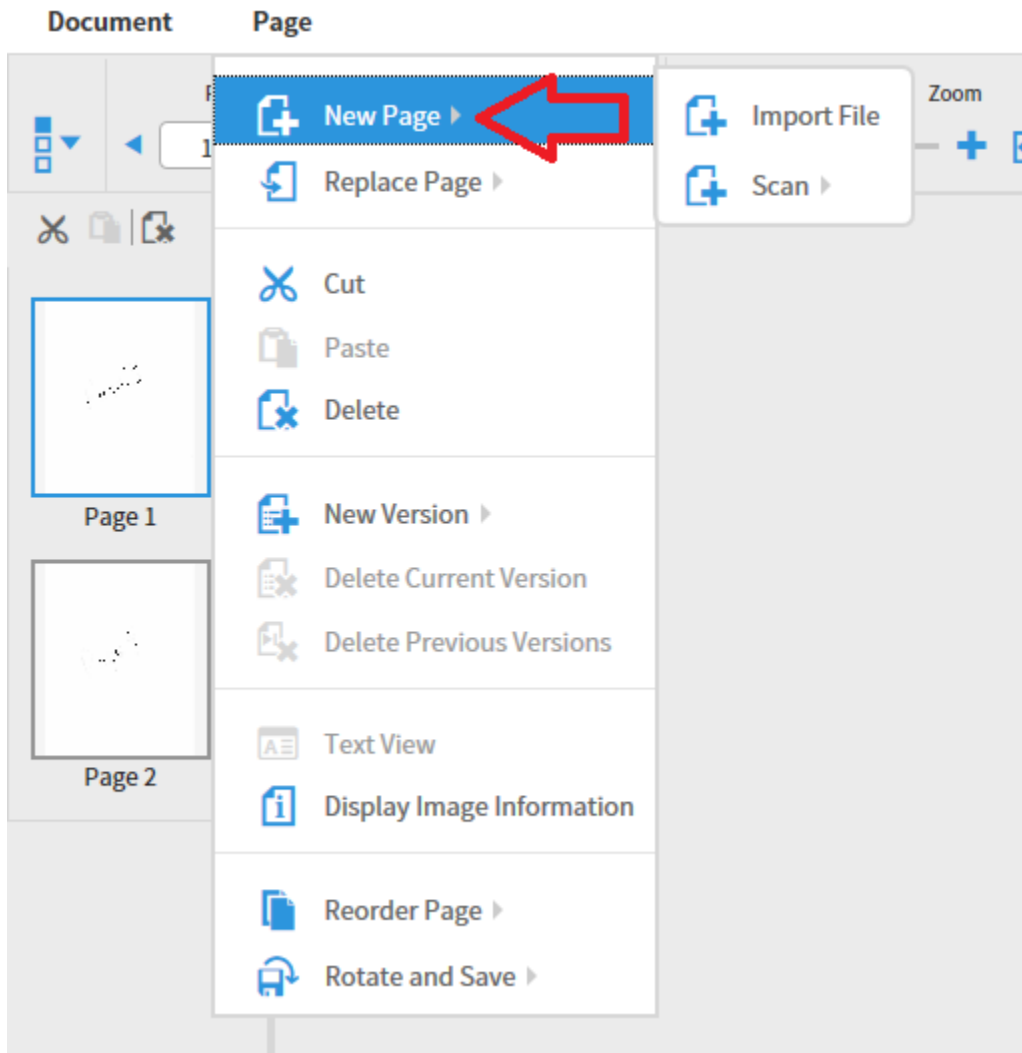


You will see this window:

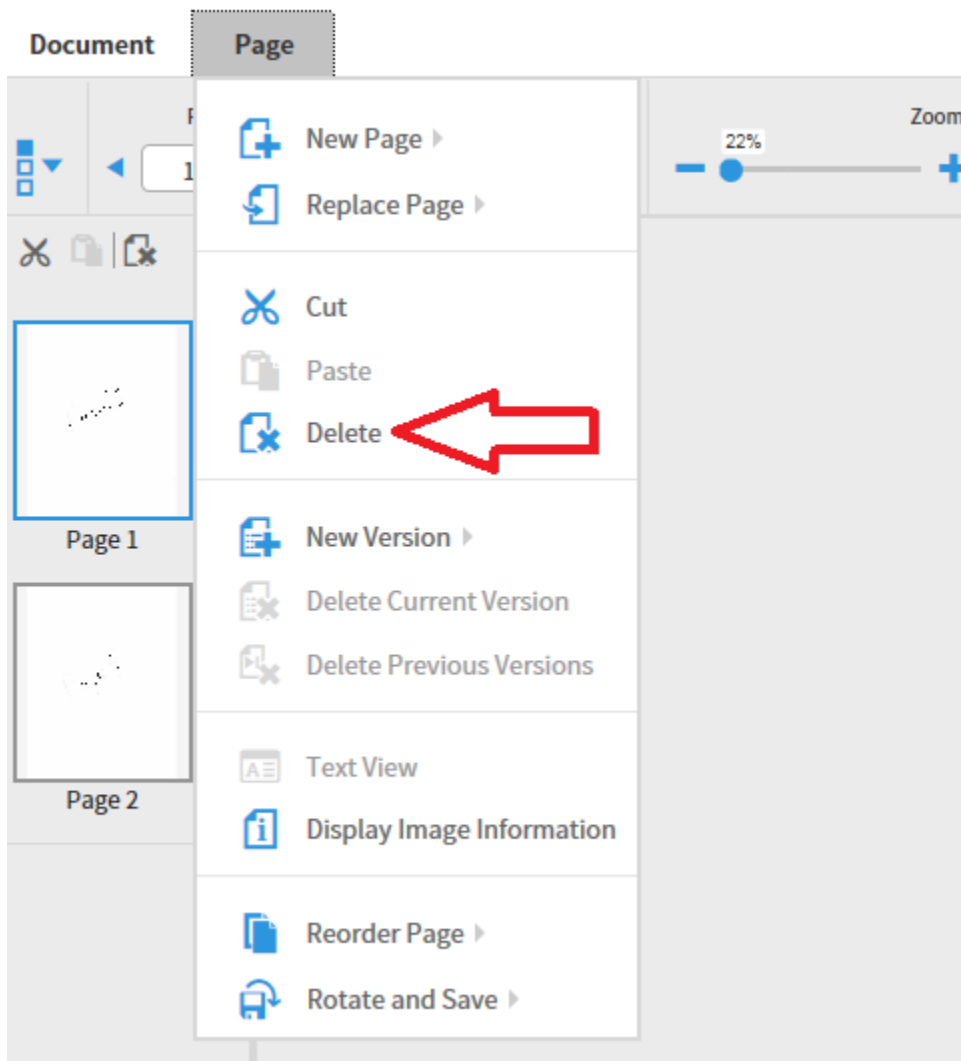


Browse to select your file(s), then click **UPLOAD**.

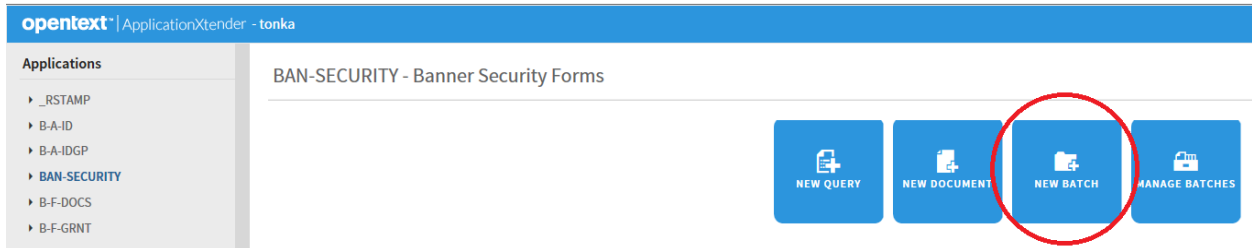
To add a page to an existing document, go to **Page** -> **New Page**, then **Import File** or **Scan**:



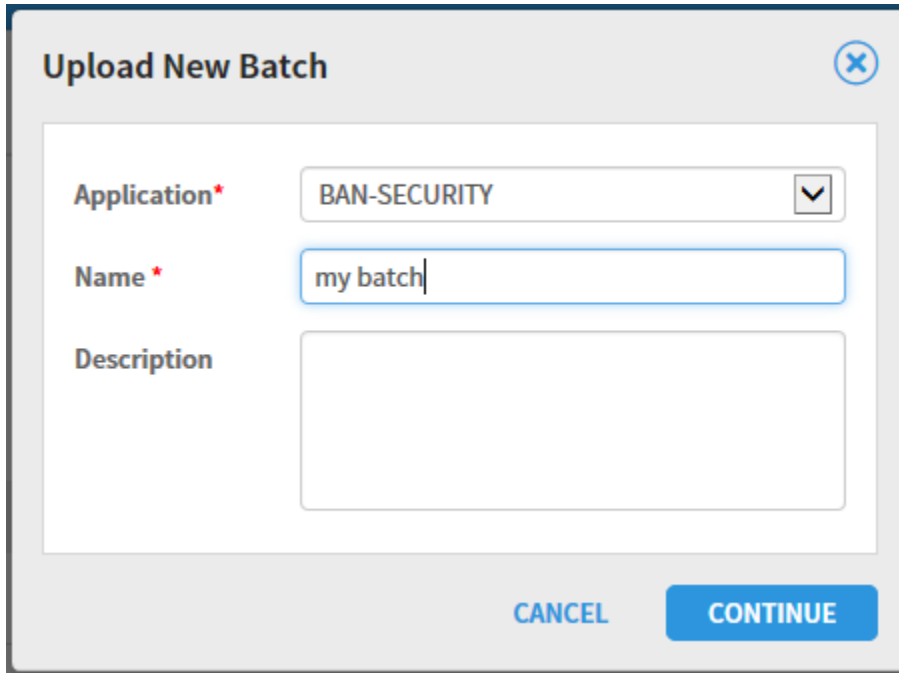
To delete a page from an existing document, select the page first, then go to **Page->Delete**:



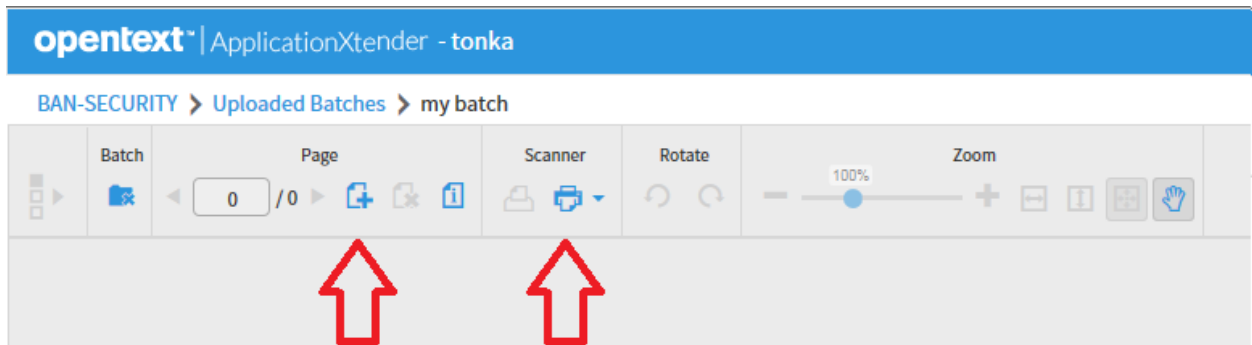
To create a batch, click on **NEW BATCH**:



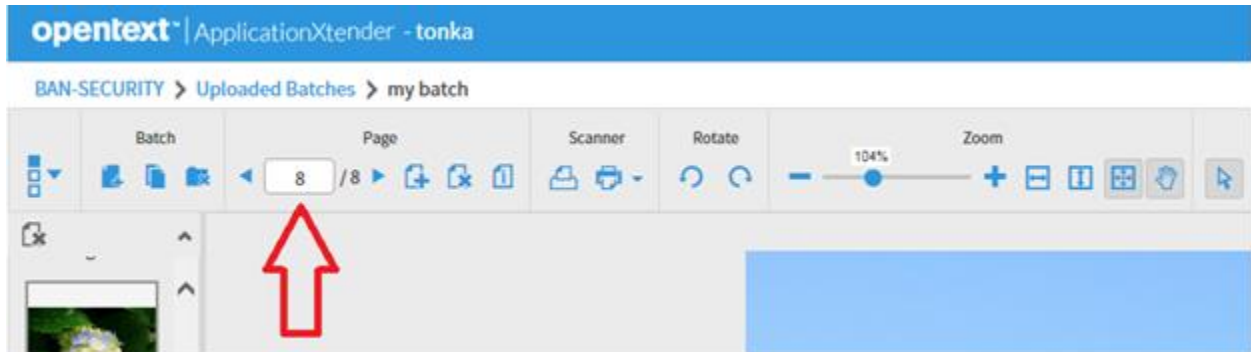
Select your Application and name your batch, then **CONTINUE**:



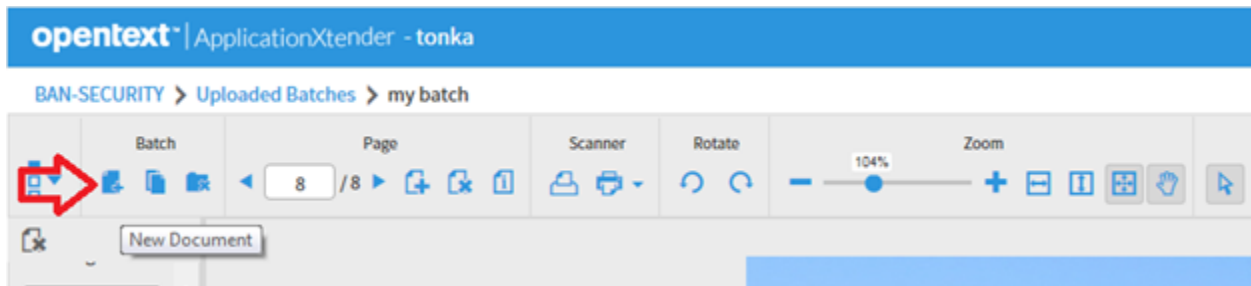
Import or Scan in your documents:



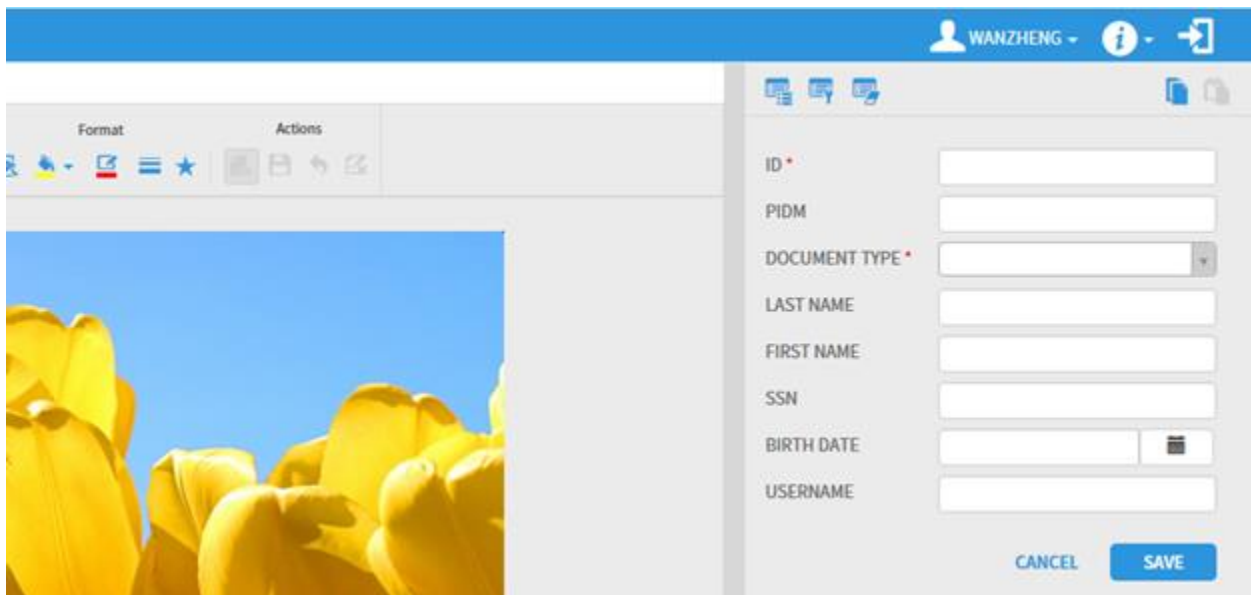
When you are done bring them in, make sure to navigate back to the first page (otherwise it stays on the last page):



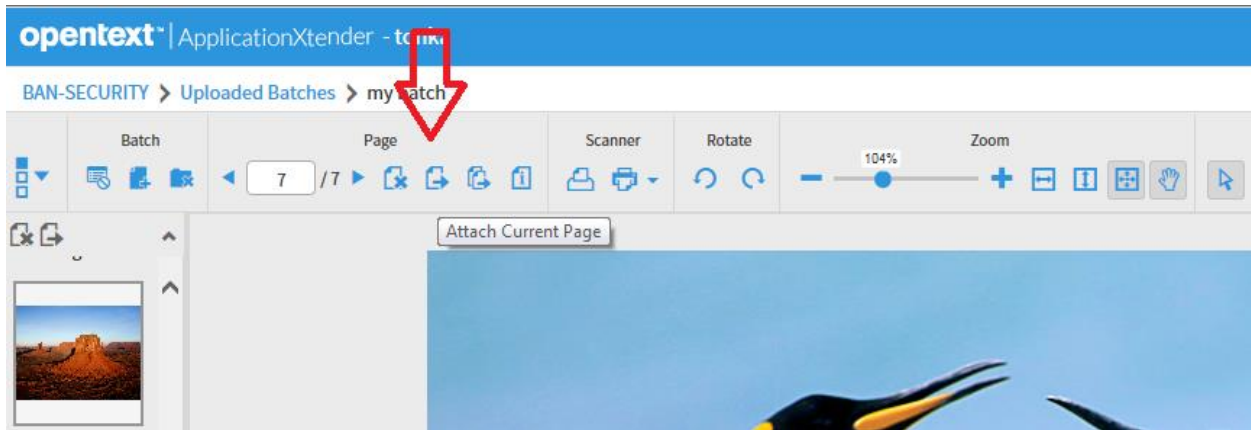
To index your batch, click **New Document**:



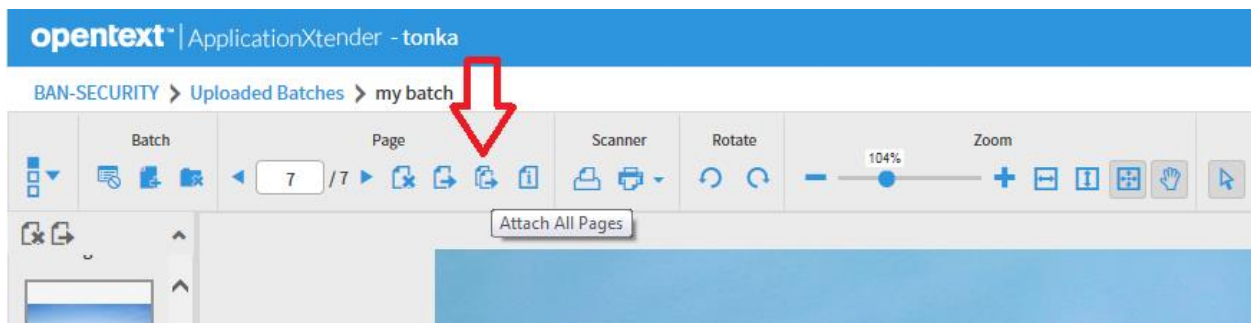
Index Panel will show up on the right, you can index and **SAVE**:



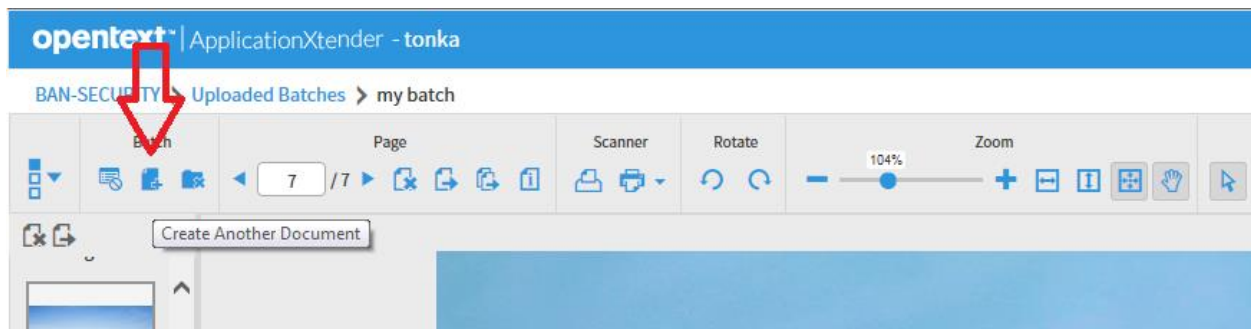
You then have options to attach the current page to the same index:



Or attach all rest of the batch to the same index:

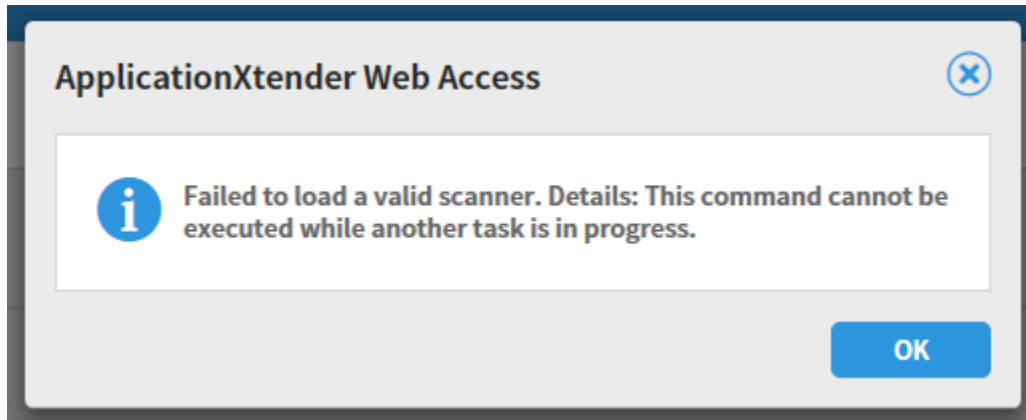


If the rest of the batch should have a different index, click **Create Another Document**. Index, save, repeat until your batch is all indexed:

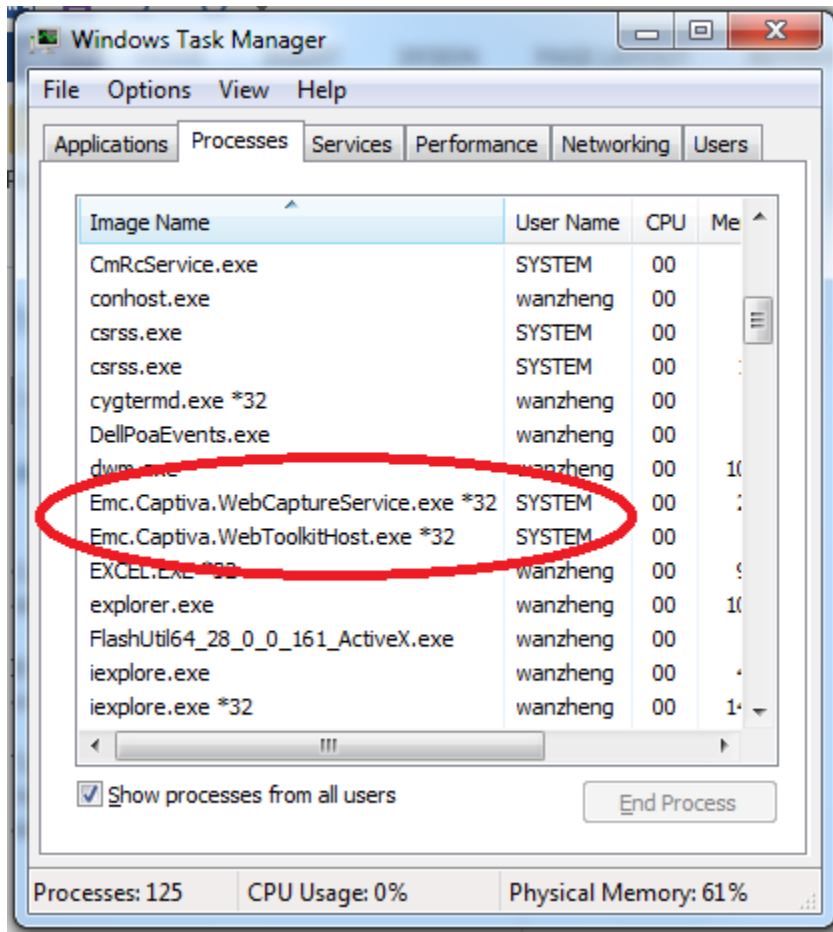


Troubleshoot:

If you see “Failed to load a valid scanner” message:



Start Task Manager and end the following 2 processes:



** You may need to run with elevated privileges or consult with an administrator to perform the task above.