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

Select your application for your department.

2.

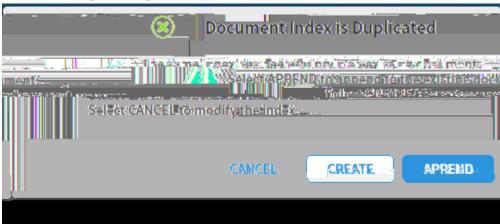


Enter **UIN** # next to Index Name (ID)
PIDM, Last Name, First Name, SSN, and Birth Date will populate
Select **Document Type**Make sure you are on the page that you are indexing

Click Save

Always check for document types already set up by clicking Select IndexesabuttonC039≯jrc 0.001 Tw 2.7g

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:



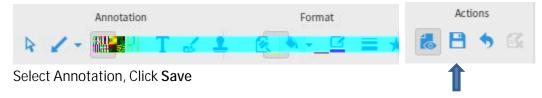
Click button, Attach All Pages

6. Delete a Page while Indexing:



Click the button, Delete Page

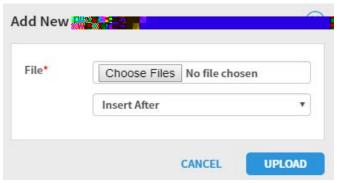
7. Adding Annotations to Document:



### 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



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



Enter Search Value(s) next to Index Name

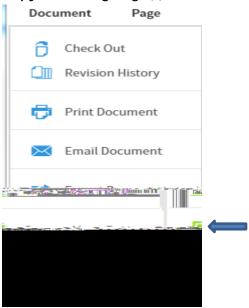


Click Run

Query results will appear

Click the down arrow, 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

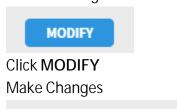
Click Copy or Move

**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



Click Save

CANCEL

#### 13. Print Documents

When viewing documents



CAVE

Click Print

Make sure pop-up blocker is tuned off

