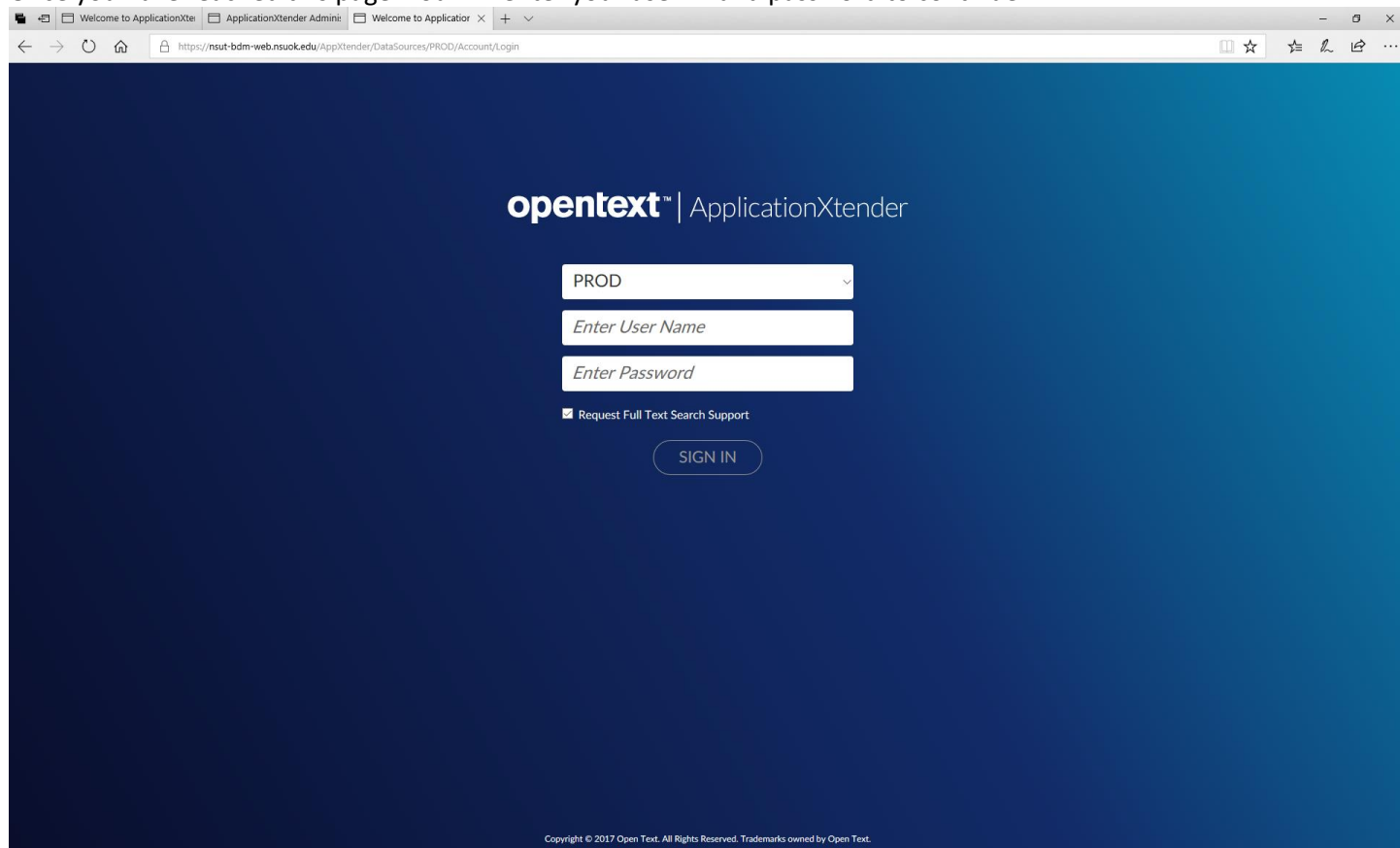


How to scan documents.

Once you have reached this page. You will enter your user ID and password to continue.



<https://nsut-bdm-web.nsuok.edu/AppXtender/DataSources/PROD/Account/Login>

This will be the next page to load for you. On the left hand side of the screen are Applications you may select to upload your documents. If you can see them you can access them.

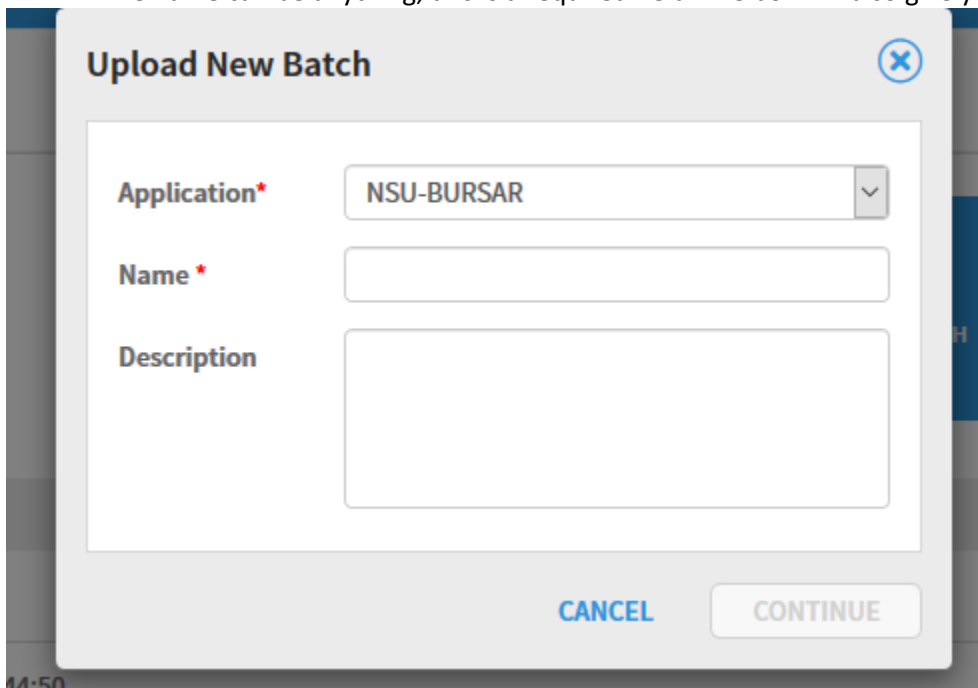
For the purposes of this example on how to scan, we will be using the NSU-Bursar application.

The screenshot shows the ApplicationXtender web interface for the NSU-BURSAR application. The left sidebar lists various applications, with NSU-BURSAR selected. The main content area displays four action buttons: NEW QUERY, NEW DOCUMENT, NEW BATCH, and MANAGE BATCHES. Below these is a table titled 'Recently Created Documents' with columns for Document Title, Created Time, and Created By. Two blue arrows point to the 'NEW DOCUMENT' and 'NEW BATCH' buttons. The table lists several documents with titles like N00090417 and N00119879, all created by RATLIFJM.

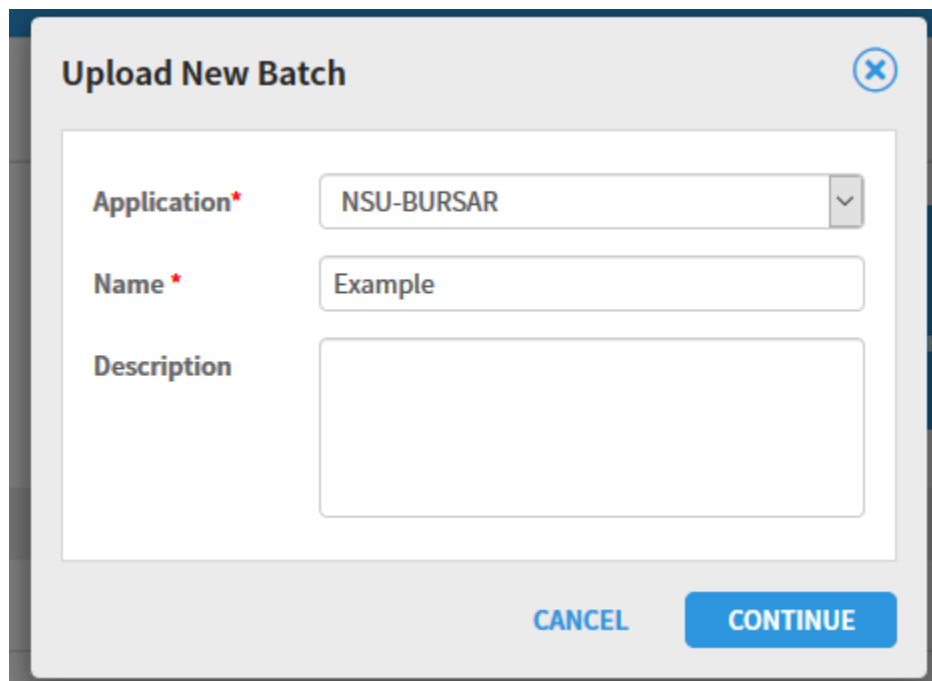
Document Title	Created Time	Created By
N00090417	2019-02-08 11:44:50	RATLIFJM
N00090417	2019-02-08 10:05:23	RATLIFJM
N00090417	2019-02-08 10:00:51	RATLIFJM
N00119879	2019-02-08 09:57:53	RATLIFJM
N00119879	2019-02-07 15:58:38	RATLIFJM
N00119879	2019-02-07 13:56:32	RATLIFJM

For the purposes of scanning, we will only be focusing on the New Document and New Batch options as marked by the Arrows above. The New Document option is if all the pages you are scanning has the same index values for the document. New Batch is used when scanning in more than one document at a time for multiple index values.

After clicking the New Batch button this box will appear, from here select what application you wish the batch to go. The box will default to the Application you are currently working in. Next you will need to name your Batch. The name can be anything, this is a required field. The box will also give you an option to add a description.



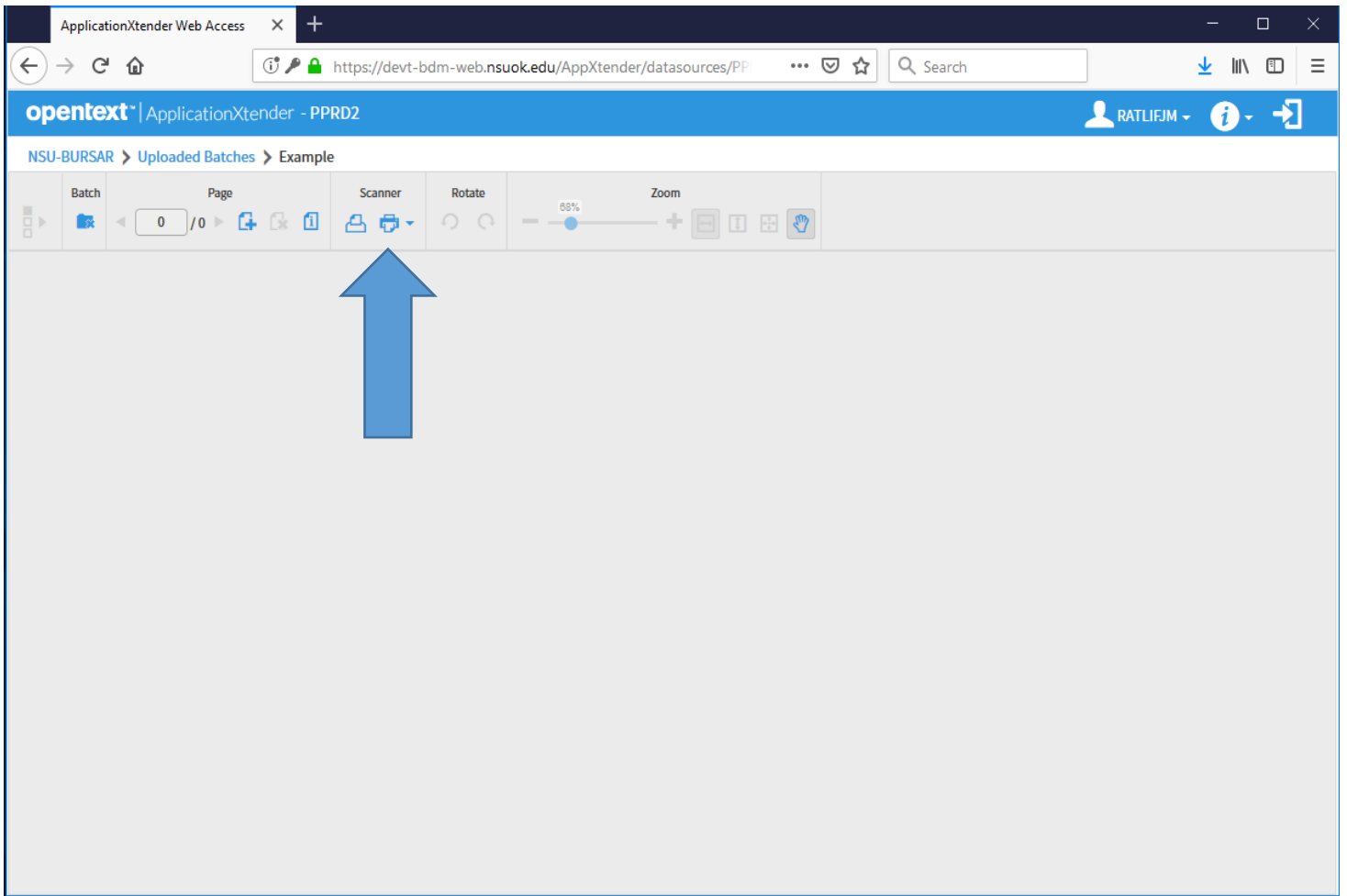
The screenshot shows a dialog box titled "Upload New Batch" with a close button in the top right corner. It contains three input fields: "Application*" with a dropdown menu showing "NSU-BURSAR", "Name*" which is currently empty, and "Description" which is a larger text area, also empty. At the bottom, there are two buttons: "CANCEL" and "CONTINUE". The "CONTINUE" button is currently disabled (greyed out).



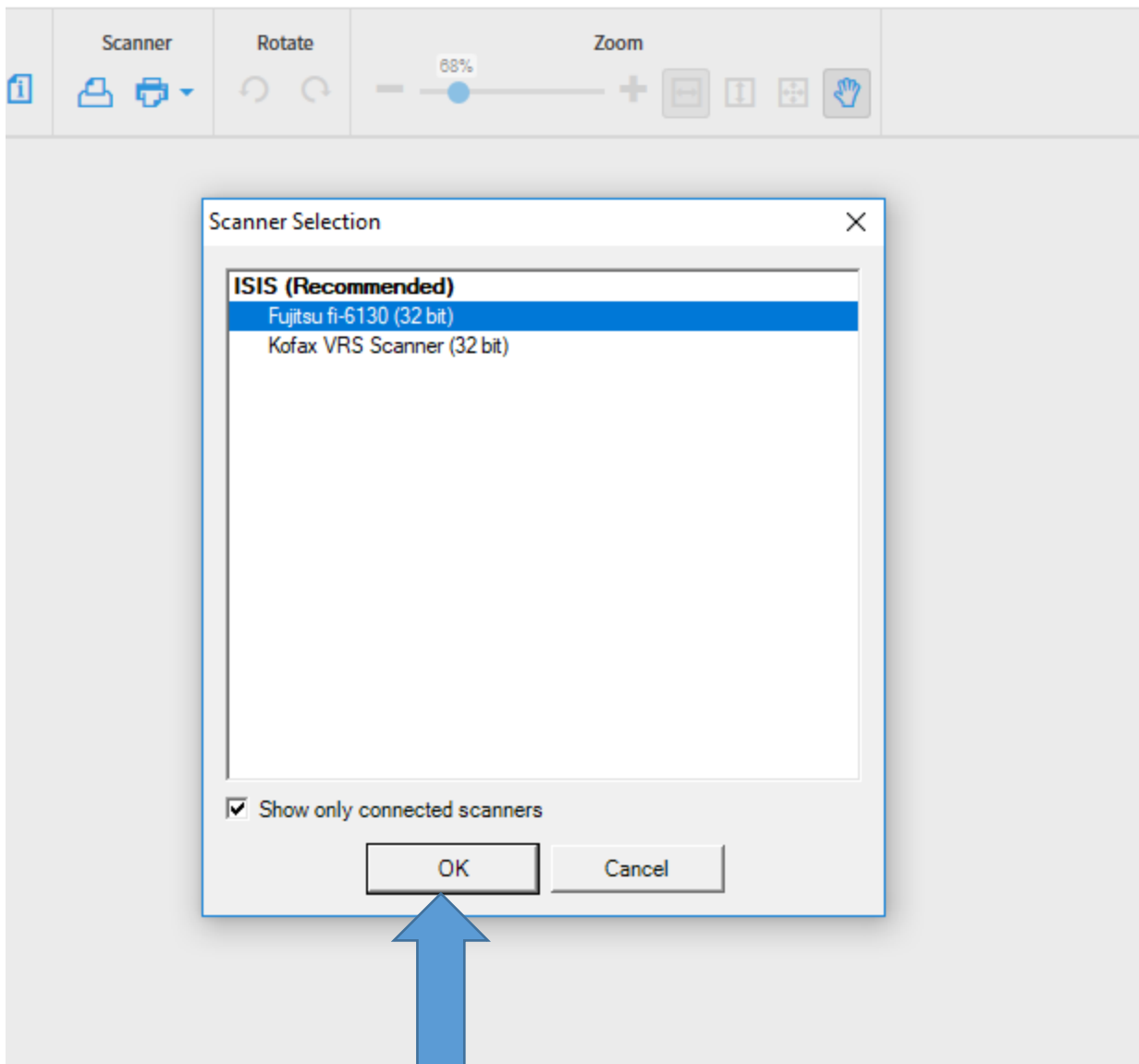
This screenshot shows the same "Upload New Batch" dialog box. The "Application*" dropdown remains "NSU-BURSAR". The "Name*" field now contains the text "Example". The "Description" field remains empty. The "CONTINUE" button is now enabled and highlighted in blue.

Here you can see that once we added a name the continue button can now be selected.

After clicking the Continue button, the scanning page is displayed. Before you can start scanning, you will have to select the scanner that is connected to the computer you are using. This button is location in the scanner box on the tool bar as marked by the arrow.



The scanner selection box will open. Here you will have to select the scanner that you are using. In this example we are using a Fujitsu fi-6130 scanner. Since it is highlighted in blue the next step will be to hit the okay button.



Now you can start scanning your documents. Load your document into the scanner and select the scan button as marked by the arrow below.

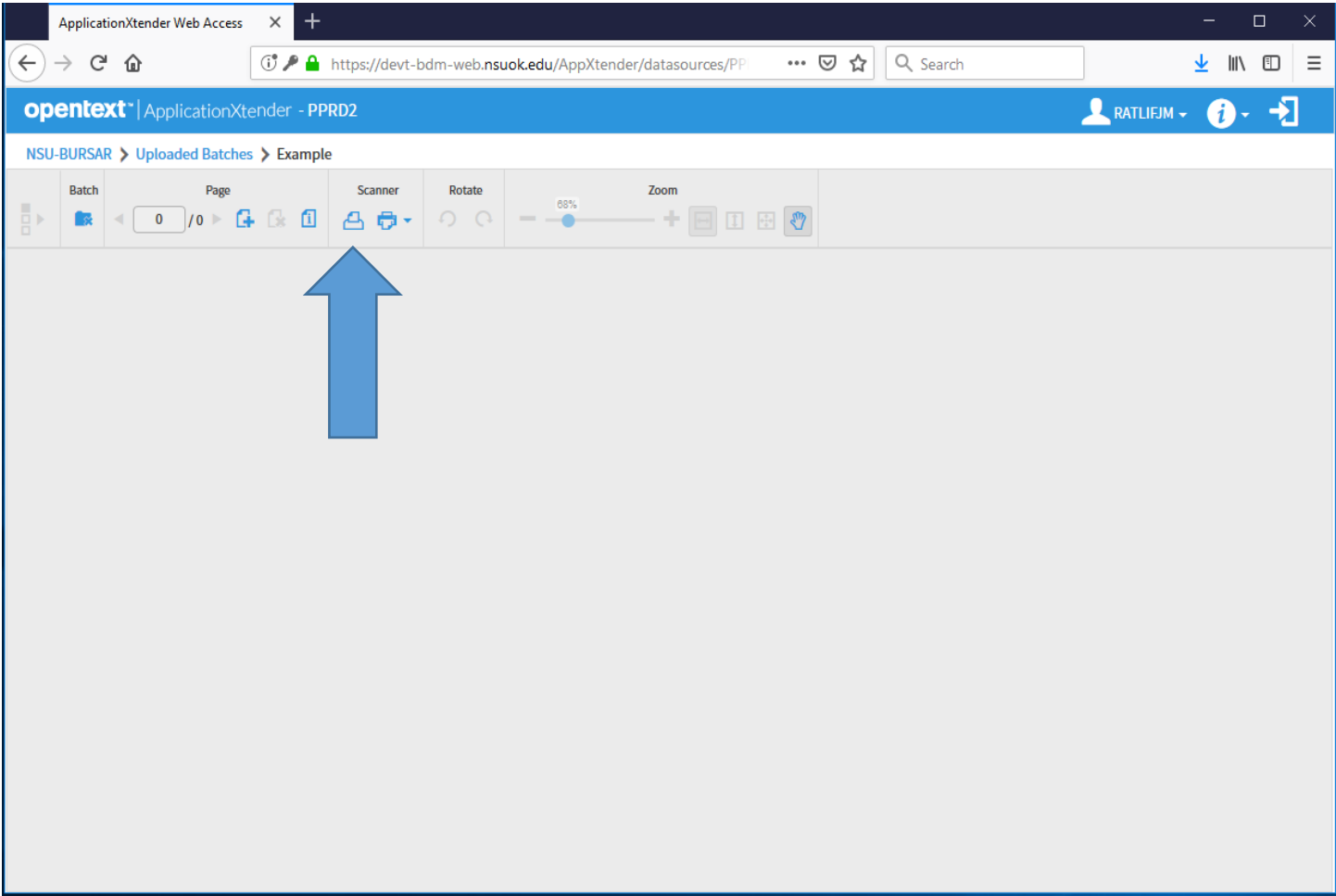
ApplicationXtender Web Access x +

https://devt-bdm-web.nsuok.edu/AppXtender/datasources/PP

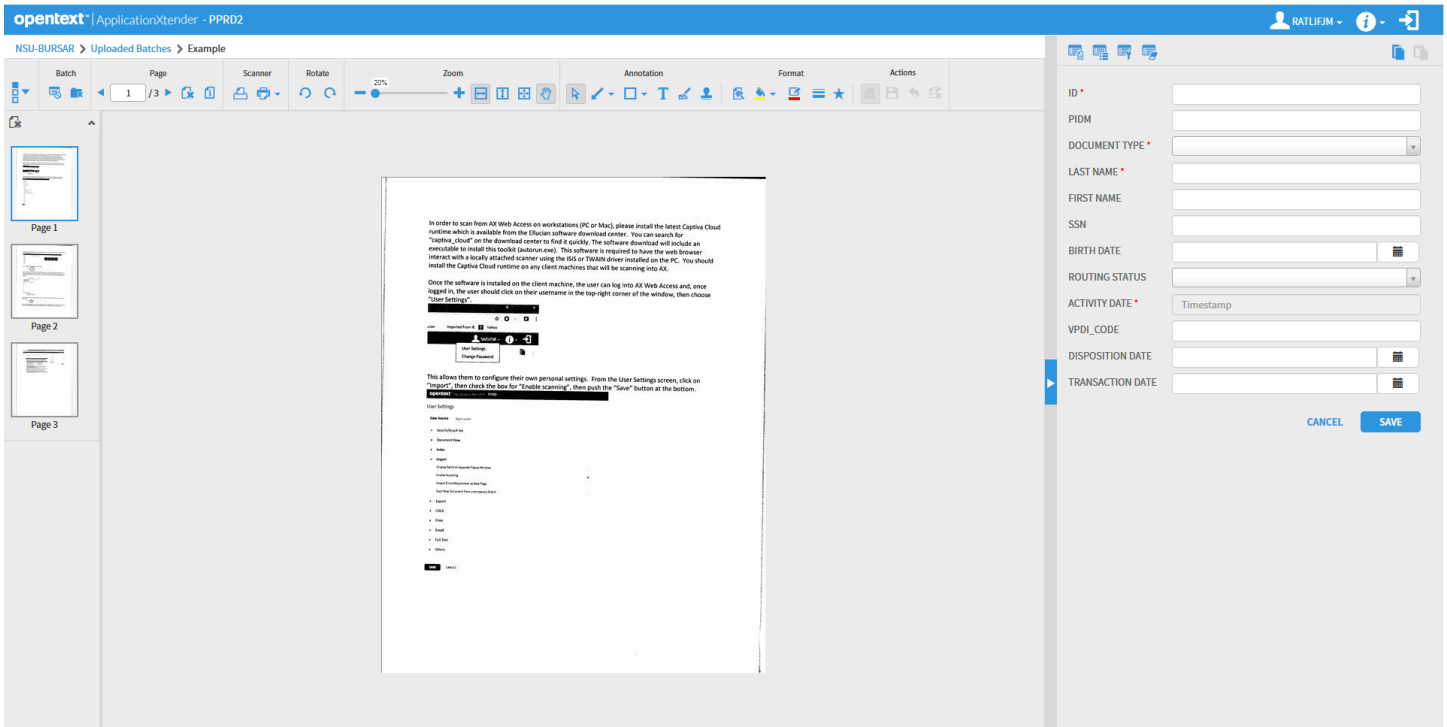
opentext | ApplicationXtender - PPRD2

NSU-BURSAR > Uploaded Batches > Example

Batch Page 0 / 0 Scanner Rotate Zoom 60%

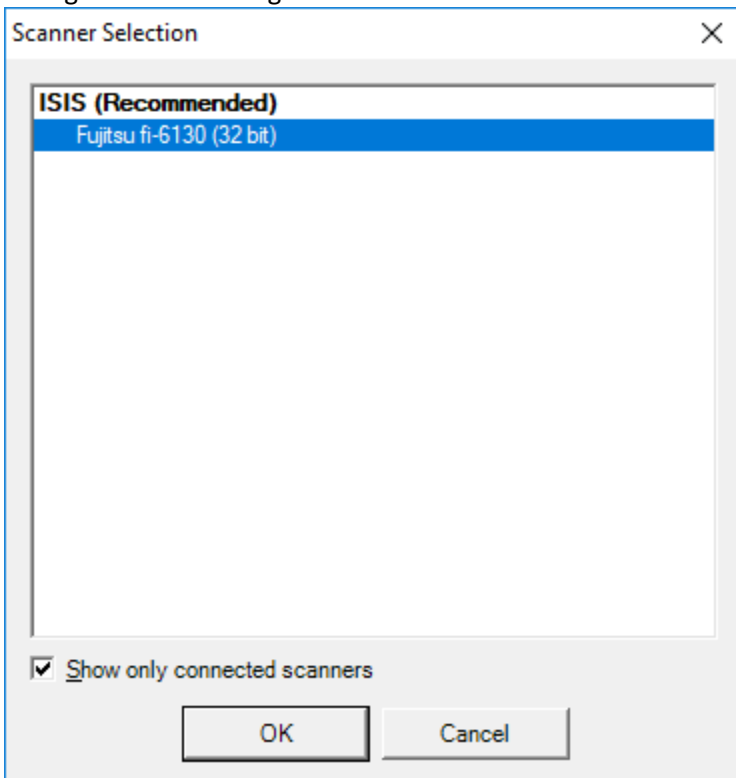


The screenshot shows a web browser window with the URL <https://devt-bdm-web.nsuok.edu/AppXtender/datasources/PP>. The page title is "opentext | ApplicationXtender - PPRD2". The breadcrumb navigation shows "NSU-BURSAR > Uploaded Batches > Example". The main toolbar includes sections for "Batch", "Page" (displaying "0 / 0"), "Scanner", "Rotate", and "Zoom" (set to "60%"). A blue arrow points to the "Scanner" icon, which is a printer symbol with a document. The rest of the page content is a large, empty light gray area.

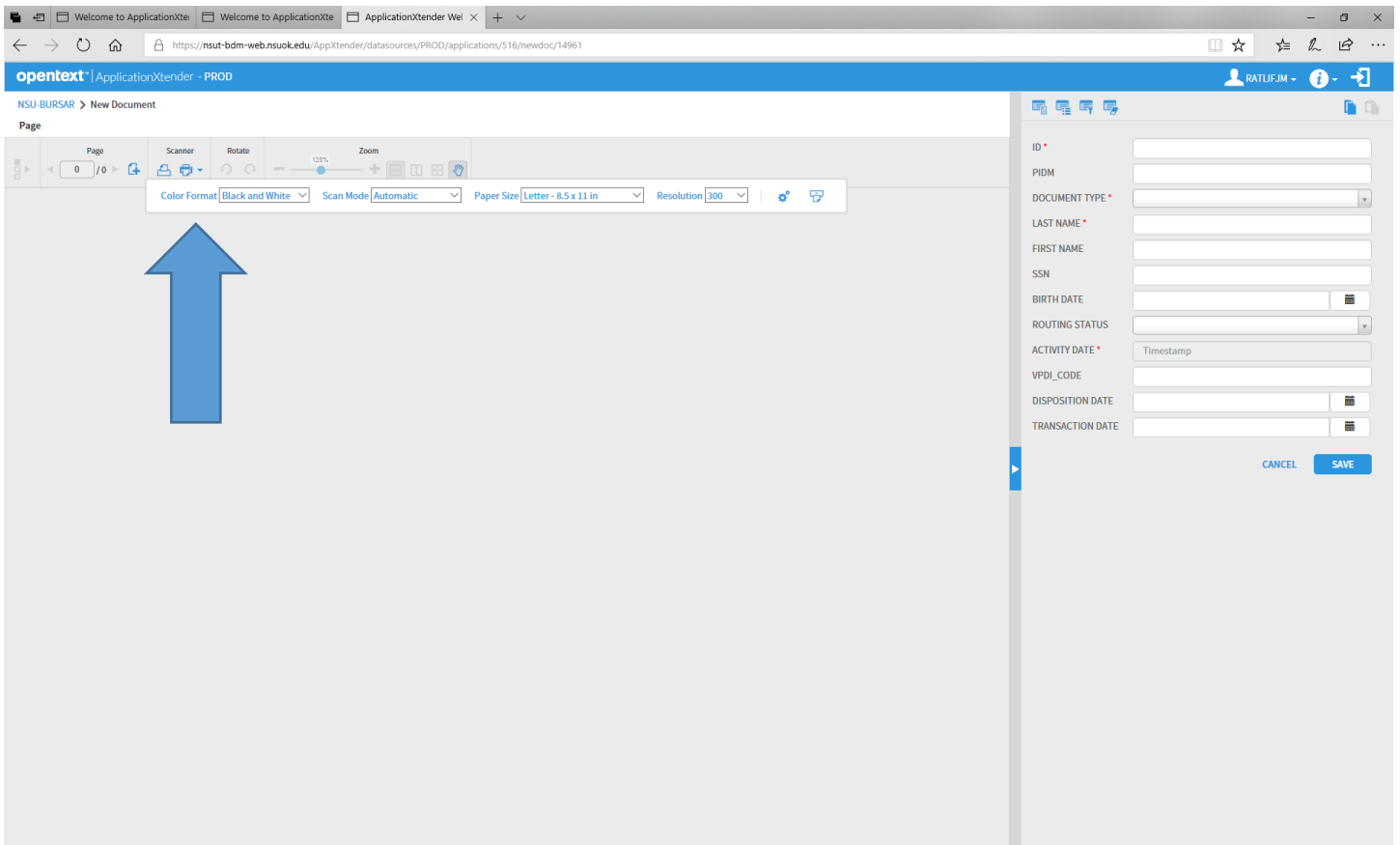


The documents that were scanned can now be viewed on the left side of the page. From here, you may scan more pages, leave this batch or start indexing.

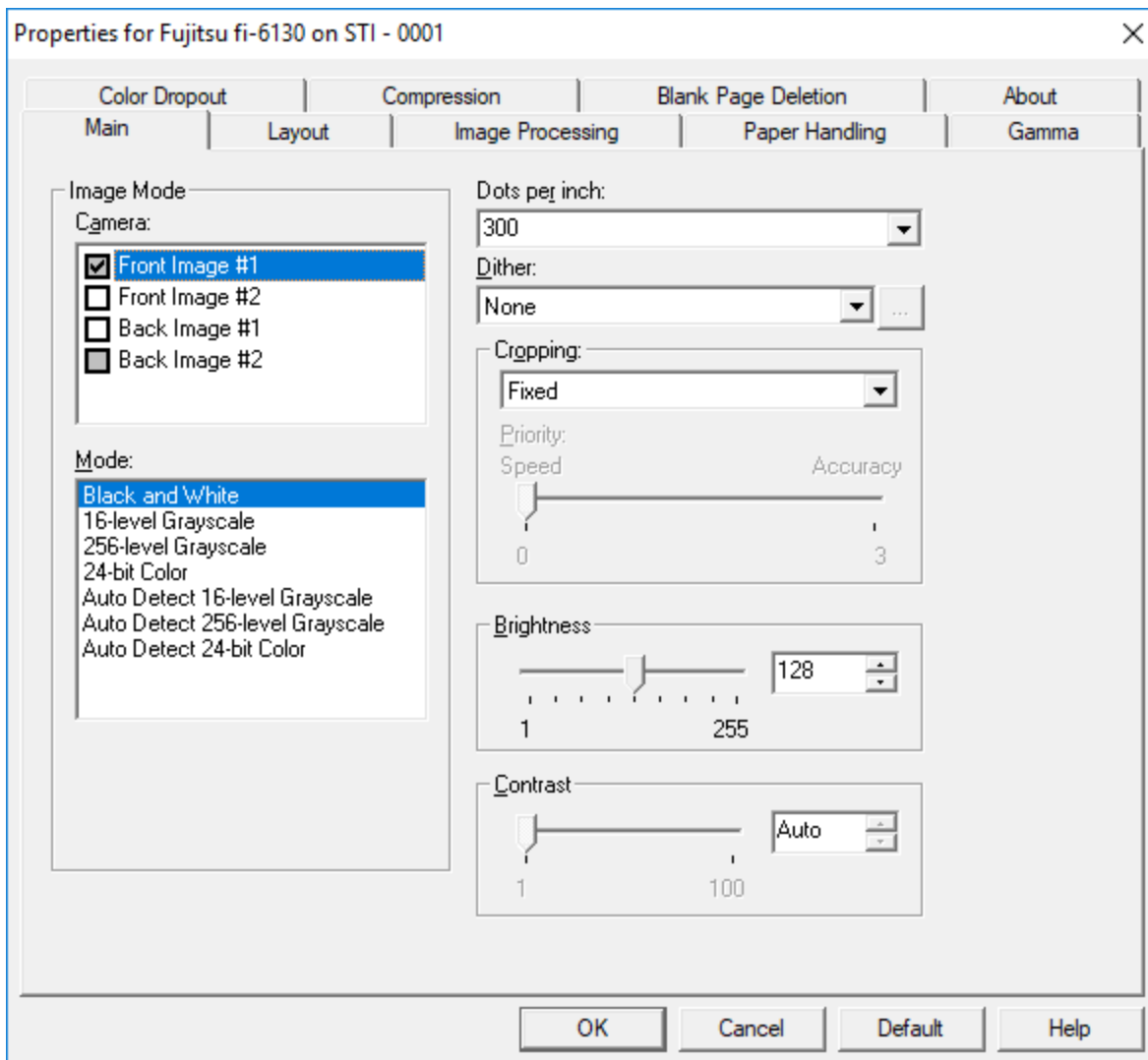
Change scanner settings:



Load scanner
Click ok



Click on the scanner it will populate the scanner settings.
Click on the cog to open up settings to change.



Change what settings, click on OK.
Now you are ready to scan

opentext | ApplicationXtender - PROD

NSU-BURSAR > New Document

Page

Scanner Rotate Zoom 125%

ID *

PIDM

DOCUMENT TYPE *

LAST NAME *

FIRST NAME

SSN

BIRTH DATE

ROUTING STATUS

ACTIVITY DATE *

VPDI_CODE

DISPOSITION DATE

TRANSACTION DATE

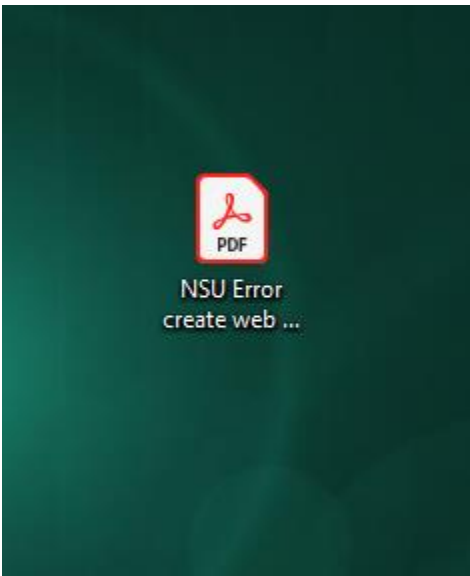
CANCEL SAVE

Click on the scan button.

Another way to scan or input document that is new to Banner Document Management is “Drag and Drop”. Make sure the settings in the document view are set up to “Enable Inline Rendering of Foreign Files and Use of Browser” to “Display PDF Files”.

To Drag and Drop document you will click and hold on the file you wish to input. There are several ways to drag and drop the files:

- Move it to screen where the applications are
- Move it to the thumbnail side of the scanning page as marked by the arrow below. Then unclick
- Move to the body of the screen



Document Title	Created Time	Created By
N00090417	2019-02-08 11:44:50	RATLIJIM
N00090417	2019-02-08 10:05:23	RATLIJIM
N00090417	2019-02-08 10:00:51	RATLIJIM
N00119879	2019-02-08 09:57:53	RATLIJIM
N00119879	2019-02-07 15:58:38	RATLIJIM
N00119879	2019-02-07 13:56:32	RATLIJIM

Drag the file to the middle of the screen of the application of where the document will be stored.

ApplicationXtender Web x Welcome to ApplicationXte "Waiting for response from Boston Radio - Now Playin

https://devt-bdm-web.nsuok.edu/AppXtender/datasources/PPRD2/applications/516/newdoc/14151

opentext | ApplicationXtender - PPRD2

NSU-BURSAR > New Document

Page

11/28/2018 Create Web Departmental Deposit

Create Web Departmental Deposit

[There was an error validating the detail codes and/or the inputs strings. Please review any highlighted areas for errors.]

Template

Select Template

Use Template

Enter Credit Information

Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv
GLCH		0.01								

Permission denied! Use of detail code GLCH is restricted.

Enter Debit Information

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv
Electron Fund Transf									

Index Lookup: EFTS

Detail Code: EFTS

Amount: 0.01

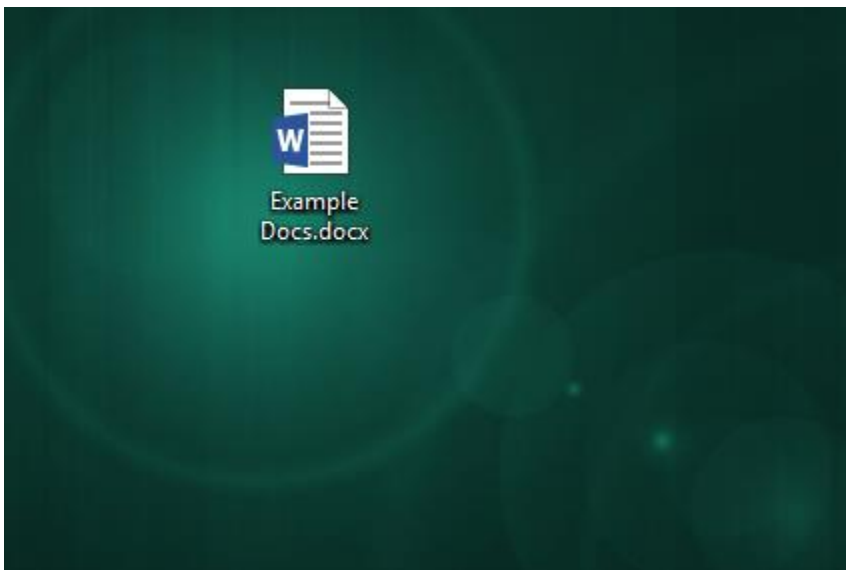
Deposit Description

Deposit Description:

Calculated Totals

Right sidebar: ID, PIDM, DOCUMENT TYPE, LAST NAME, FIRST NAME, SSN, BIRTH DATE, ROUTING STATUS, ACTIVITY DATE, VPDI_CODE, DISPOSITION DATE, TRANSACTION DATE. CANCEL SAVE

The index files will come up so you can fill them in.



Add the pages in the file to be indexed.

opentext | ApplicationXtender - PPRD2

NSU-BURSAR > Uploaded Batches > Example

Batch Page Scanner Rotate Zoom Annotation Format Actions

Page 1
Page 2
Page 3

In order to scan from AX Web Access on workstations (PC or Mac), please install the latest Captiva Cloud runtime which is available from the Dicon software download center. You can search for "Captiva_Cloud" on the download center to find it quickly. The software download will include an executable to install this toolkit (autorun.exe). This software is required to have the web browser connected to install this toolkit (autorun.exe). This software is required to have the web browser connected with a locally attached scanner using the DIC or TWAIN driver installed on the PC. You should install the Captiva Cloud runtime on any client machines that will be scanning into AX.

Once the software is installed on the client machine, the user can log into AX Web Access and, once logged in, the user should click on their username in the top right corner of the window, then choose "User Settings".

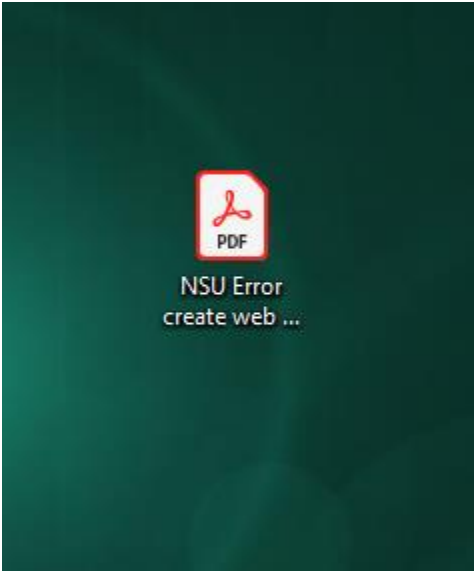
This allows them to configure their own personal settings. From the User Settings screen, click on "Access" (then check the box for "Enable scanning", then push the "Save" button at the bottom.

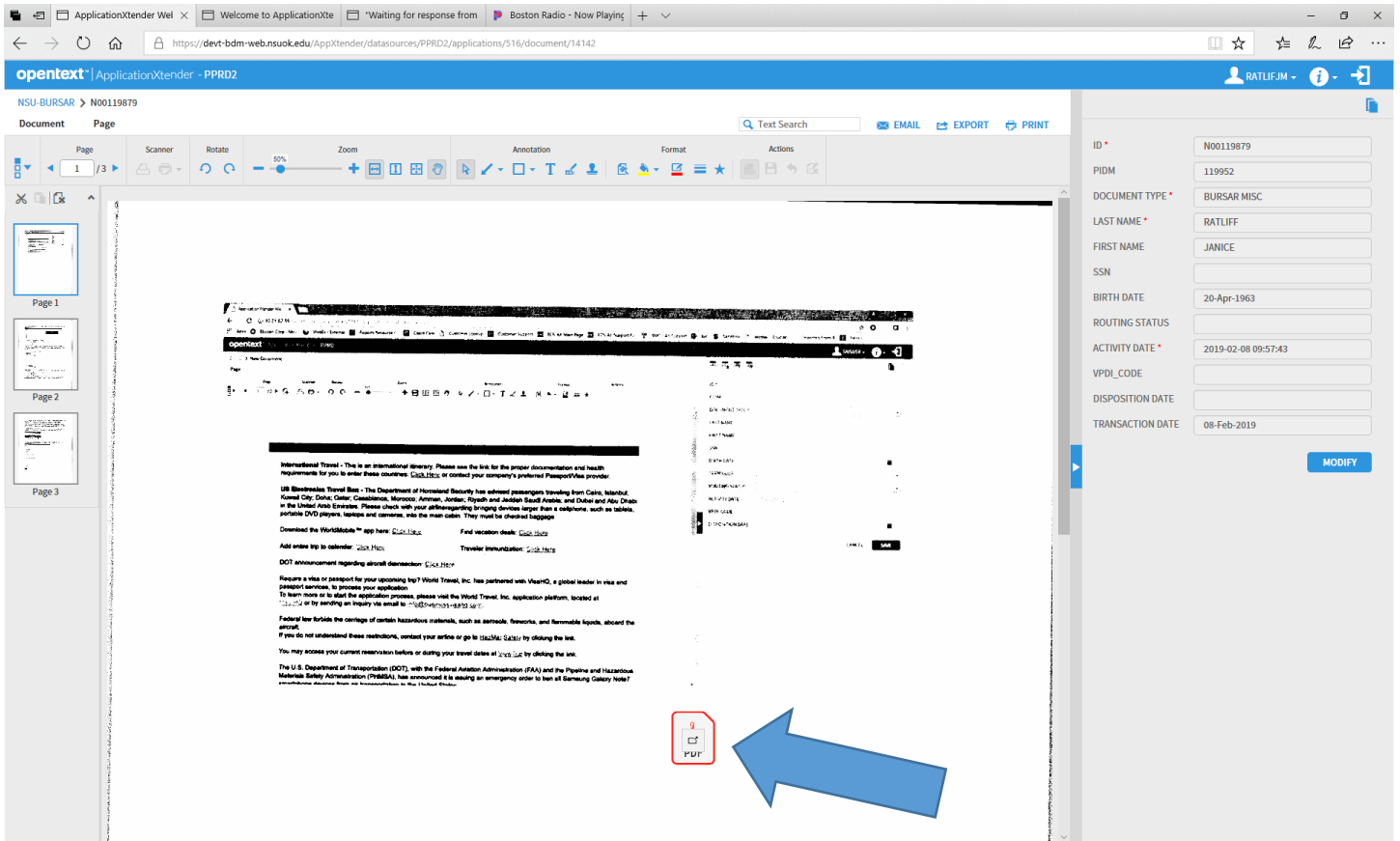
User Settings

NSU Error create web ...

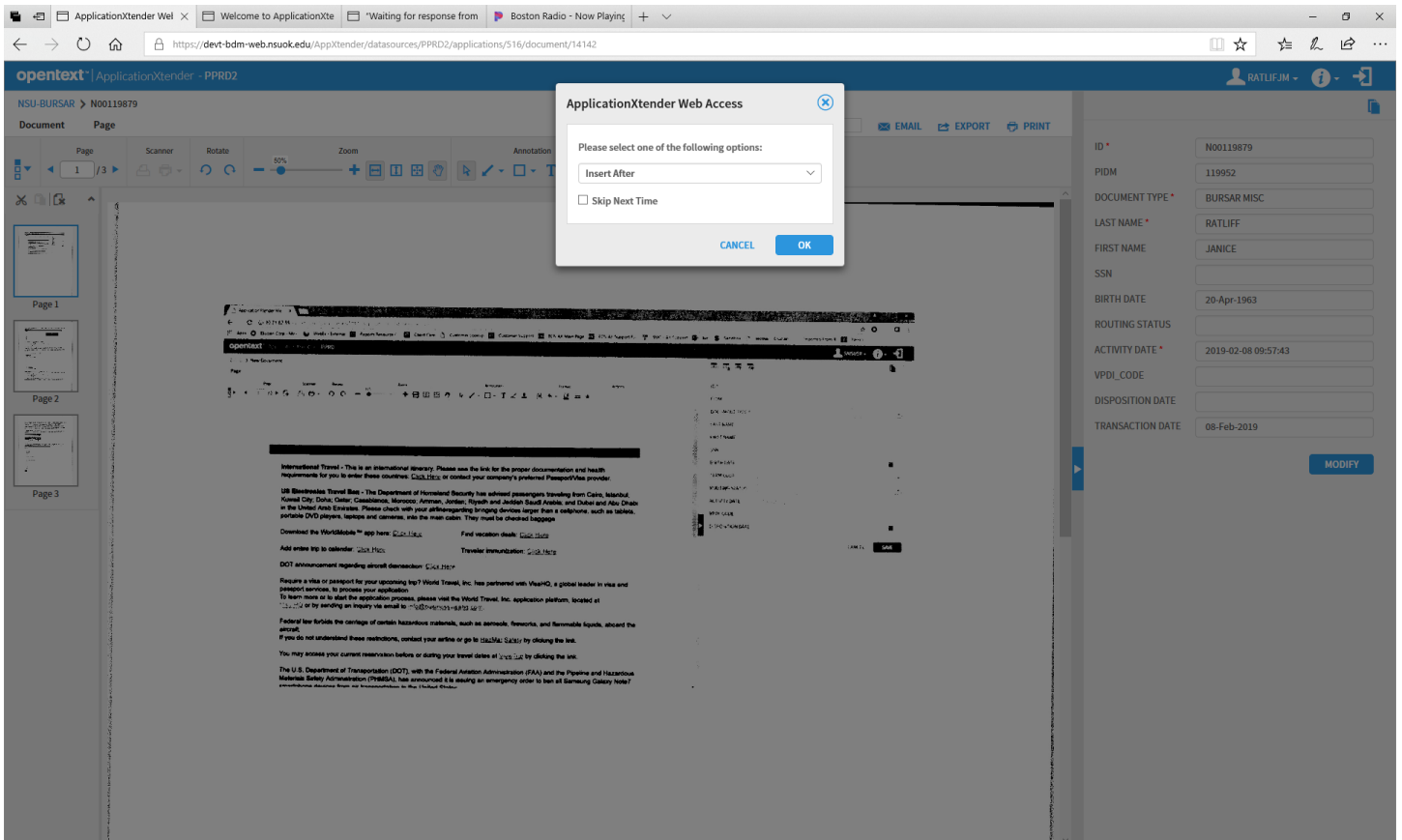
Form fields: ID, PIDM, DOCUMENT TYPE, LAST NAME, FIRST NAME, SSN, BIRTH DATE, ROUTING STATUS, ACTIVITY DATE (Timestamp), VPDL_CODE, DISPOSITION DATE, TRANSACTION DATE. Buttons: CANCEL, SAVE.

The index files will come up so you can fill them in.





Once you have the documents you want pulled up and would like to add more to them you drag the documents in.



Select on the placement where to put the page. Fill in the index fields.

