

# *AppXtender 8.1 – Indexing, Viewing, & Printing*

1. Log into AppXtender  
<https://webxt.odu.edu>

Enter your Midas ID and Password

Select your application for your department.

- 2.

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## 3. Indexing

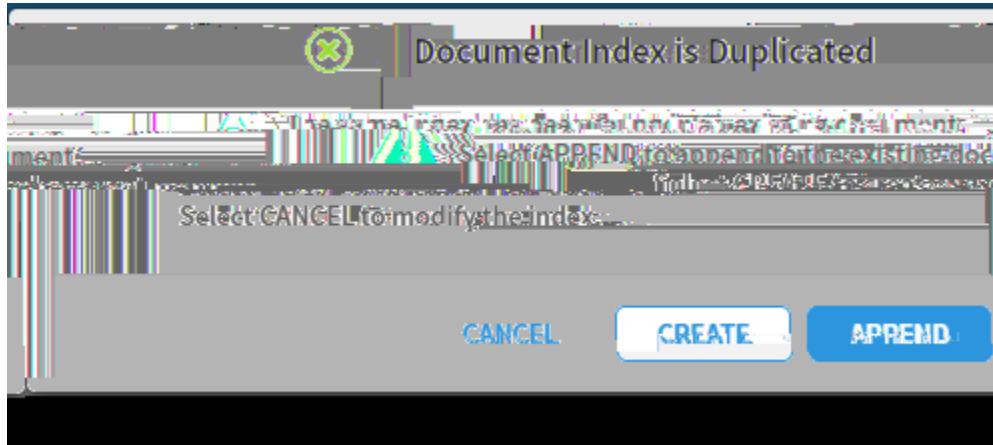
Enter **UIN #** next to Index Name (ID)  
PIDM, Last Name, First Name, SSN, and Birth Date will populate  
Select **Document Type**  
Make sure you are on the page that you are indexing

Click **Save**

Always check for document types already set up by clicking **Select Indexes** button

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

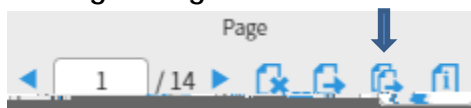


### 4. Adding Pages to Current Document Type:



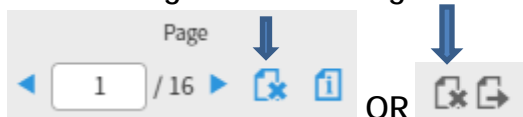
Click button, **Attach Current Page**

### 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:



Select Annotation, Click **Save**

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## 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

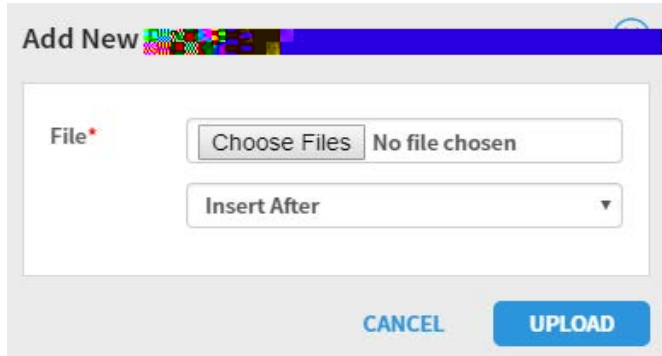
Select **Document Type**

Make sure you are on the page that you are indexing

Click **Save**

Always Attach to a Document type (e.g. CEAD, T61 Sp by 0109 in 28 (m)54r.5)54t)8(n)-0) p lect

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Click **Choose File**, Select **Insert Before/Insert After/Append**

Click **Upload**

OR

Drag and Drop File from your directory

## 10. View Documents



## Select New Query




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



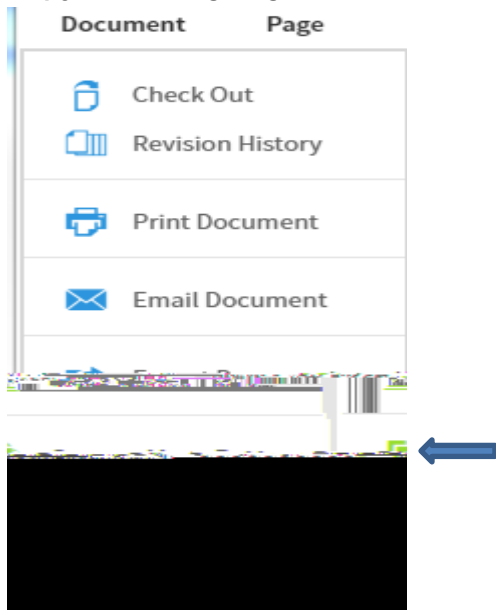
Click **Run**

Query results will appear

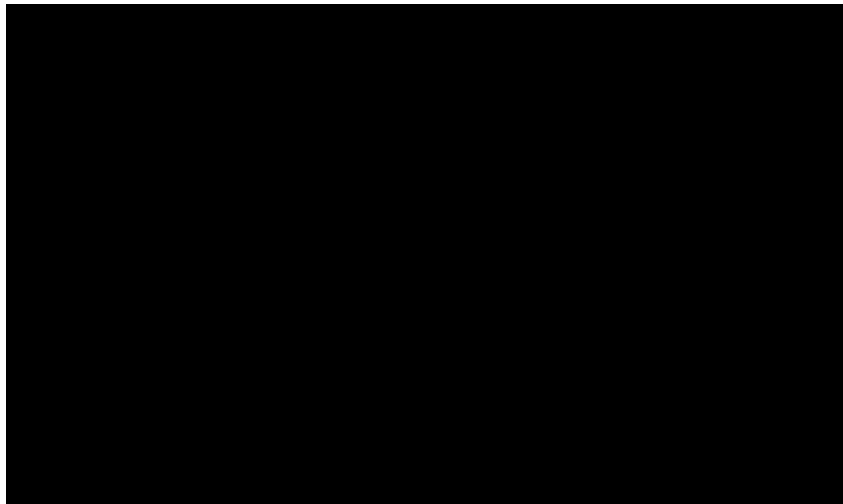
Click the down arrow,  select **Open**

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## 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

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## 12. Modify a Document Type

When viewing documents



Click **MODIFY**

Make Changes



Click **Save**

## 13. Print Documents

When viewing documents



Click **Print**

Make sure pop-up blocker is tuned off

