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Accessing and Working with BDMS/AppXtender

Synchronizing Your Passwords

Before working with BDMS, you must sign into Banner to synch your Banner and BDMS passwords. This simple process will only take a minute or two.

1. Sign into Banner as usual or go to www.tnstate.edu/banner and click the Banner link
2. Banner will open
3. Click the Display Document icon located on the toolbar

A message will display indicating that your password has been synchronized

1. Click the OK button

Logging In

You will use software called ApplicationXtender (AppXtender) to view scanned documents. There are two ways to access AppXtender
Logging in From Browser

You are able to go directly to the AppXtender web page to sign in.

1. Go to [http://bdmsprod/AppXtender/Login.aspx](http://bdmsprod/AppXtender/Login.aspx)
2. Enter your User Name and Password (this will be your Banner User Name and Password)
3. Click the Login button

**Best Practice! Use Internet Explorer**
Banner Document Management Suite (BDMS) – Viewing and Printing Documents
User Guide

Logging in From Banner

1. Click on the **Display Document** icon on the toolbar
2. BDMS will open*
   *if you are in a record in Banner, BDMS will open to the associate document

Retrieving Documents

When you sign into BDMS from the link, you will be taken to the Application Page; you will only see applications that you have been granted access to.

Application List

When you sign into AppXtender, you will only see the applications that you have access to. Think of an application as a digital file cabinet.

1. **Menu bar and Toolbar**
   a. Use these features to work with Queries and settings
2. **Application List**
   a. List of applications that you have access to
Creating Query

1. Right Click on the Application you want to query
2. A list will open
   a. Select New Query
3. Enter your search criteria
   a. Use Pull Down List if available
   b. The wildcard is the asterisk *
4. Click Submit
5. Click the Open Document icon to view the document
   c. Note the information to help you locate your document when multiple documents are available
      i. ID (T-Number), Document Type, Last Name, etc.
6. Your document opens
Working with Your Document

Image Toolbar

Depending on your access, you will see multiple icons on the toolbar to help you navigate through AppXtender. We will focus on the basic icons available to users with view-only access.
Printing Documents

There are multiple ways to print documents in BDMS. You can print directly from your query results, or you can print when you have pulled up a document.

Initial Set Up

Before you can print multiple documents from the Query Results page, you will want to make sure that the proper components are installed; otherwise this feature will not work correctly.

1. Click the Help Menu Item
2. Select Check Installed Components
3. Click inside the gray area to activate the install statuses
4. The Adobe Component will say Not Installed
5. Click the Computer/Disk icon for the Application Xtender Web Access Adobe Component

6. You will be prompted to Run or Save the file

7. Select Run

8. Follow all of the prompts until finished

From Query Results – Single Document

1. Check the Select Checkbox to the left of the record

2. Click the Print Selected Documents icon

3. Follow your printer prompts
From Query Results – Multiple Documents

1. Check the Select Checkboxes to the left of the records to print
2. Click the Print Selected Documents icon
3. Follow your printer prompts

From Document - Single Page

1. With the document open, select the Print Page icon from the Image Toolbar
2. Your printer options window will open, follow the prompts

From Document – Entire Document

1. With the document open, select the Print Document icon from the Image Toolbar
2. Your printer options window will open, follow the prompts
Logging Out

If is very important that you log out of AppXtender, not just close the window. You may get locked out of your account or other issues may occur if you do not Log Out.

1. Select the **File Menu** and then the **Logout** option or
2. Select the **Logout** icon from the Toolbar

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