

COURSE OVERVIEW

COURSE NAME

ApplicationXtender

INSTRUCTOR INFORMATION

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COURSE LENGTH

Two hours

COURSE DESCRIPTION

In this course, the participant will find the information and job tools needed to successfully use the Application Xtender program for document storage and management.

LEARNING OBJECTIVES

By the conclusion of this course, participants will be able to:

- Explain WSU's document management system.
- Describe ApplicationXtender's interface.
- Scan and/or import documents into ApplicationXtender for indexing.
- Choose the correct document type and comment when index documents
- Select and view imaged documents using ApplicationXtender.
- Modify pages within an imaged document.
- Delete a page(s) from an imaged document.

PREREQUISITES

Banner and ApplicationXtender access is preferred.

COURSE MATERIALS

You will need the following course materials:

- ApplicationXtender Participant Guide

COURSE OUTLINE

Lesson 1: Introduction to ApplicationXtender

Topic 1: What is ApplicationXtender?

Topic 2: What is the relationship between ApplicationXtender and Banner

Lesson 2: Accessing ApplicationXtender

Topic 1: Obtaining Security Access to ApplicationXtender

Topic 2: PC and Internet Browser Set-up

Topic 3: Access ApplicationXtender through Pipeline

Topic 4: Access ApplicationXtender via Direct Link

Lesson 3: Navigating ApplicationXtender

Topic 1: What is the structure of ApplicationXtender?

Topic 2: Main Screen Layout and Toolbar

Topic 3: Imaging and View Modes

Lesson 4: Imaging Documents

Topic 1: Imaging Documents From Within Banner

Topic 2: Preparing Documents for Imaging (Scanning)

Topic 3: Importing Documents

Topic 4: Indexing an Importing Document

Lesson 5: Viewing Imaged Documents

Topic 1: Viewing Documents From a Banner Form

Topic 2: Viewing Documents From Pipeline or a Direct Link

Topic 3: Report Output

Appendix: Session Key Points

SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Attend all instructor-led sessions
- ✓ Participate in instructor-led activities
- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

ADDITIONAL RESOURCES

There are several WSU websites available to supplement this course. The websites listed below are not required for this course but are helpful references you can refer to as needed.

- Banner: <http://computing.wayne.edu/banner/index.php>
- ApplicationXtender: <http://computing.wayne.edu/doc-management/index.php>