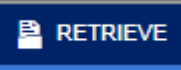


Chrome is the recommended browser to use per ITD.


We have no idea who will be able to see what so here are things to try because there doesn't seem to be any rhyme or reason and ITD has not been able to provide any guidance!

Incognito Mode

When you are in BDM and if you see the document without annotations or see annotations without the document or don't see a document, then you may have to use the Incognito mode. You will want to right click on the Chrome icon and select the "New Incognito Window" or after selecting Chrome, click on the 3 stacked dots in the upper right corner and select "New Incognito Window" or after selecting Chrome, hit CTRL + Shift + N. You can then sign into Banner or directly into BDM and function as usual.

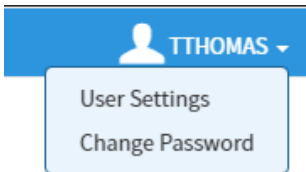
If going from Banner to BDM, you can select the  icon.



If your screen is smaller, then you select the  icon.



Select User Settings link in drop box by username



Expand Document View and ensure these setting match (thumbnails can be checked or unchecked based on preference)

Document View	
Prompt for Checkout	<input type="checkbox"/>
Show Page Thumbnails	<input checked="" type="checkbox"/>
Enable Inline Rendering of Foreign Files	<input checked="" type="checkbox"/>
Use Browser to Display PDF Files	<input type="checkbox"/>
Use Browser to Display Secured PDF Files	<input checked="" type="checkbox"/>
Enable Inline Viewing of PDF Files	<input type="checkbox"/>
View Native Images	<input checked="" type="checkbox"/>
The Number of Pages to Pre-render	<input type="text" value="2"/>

Logout, Application Selection, Display

The screenshot shows the ApplicationXtender web interface in a browser. The browser address bar shows the URL <https://bdmsappprod.mtsu.edu/AppXtender/?SSO=true>. The page title is "opentext | ApplicationXtender - PROD". The user is logged in as "TTHOMAS".

Must select Log Out icon instead of clicking on the red X on the browser or you will be locked out for a defined period of time.

Double click to select application/folder

Click the arrow to hide Applications window to have a larger view.

To set which fields display in the query results and the order you would like for them to display, select the cog:

The screenshot shows the "Query Results" page. The breadcrumb navigation is "B-S-ADMN > New Search > Query Results". There is a "Text Search" input field and a "Settings" gear icon highlighted with a red box.

Check to display or uncheck to not display. Click on the item and use the arrows to order:

Display	Index Field
<input checked="" type="checkbox"/>	ID
<input checked="" type="checkbox"/>	ACTIVITY DATE
<input type="checkbox"/>	PIDM
<input checked="" type="checkbox"/>	LAST NAME
<input checked="" type="checkbox"/>	FIRST NAME
<input type="checkbox"/>	SSN
<input type="checkbox"/>	BIRTH DATE
<input checked="" type="checkbox"/>	DOCUMENT TYPE
<input checked="" type="checkbox"/>	TERM CODE

When you hover on the paper icon, you will see a nice preview:

B-S-ADMN > New Search > Query Results

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

MISSION LETTERS

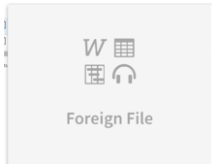
MISSION LETTERS

Can use the breadcrumbs to navigate back one or more levels

If the document doesn't display, you might need to click or click and then select a tool to view the document.

[View PDF File](#)

Just click on the words and it will open as a PDF.



If you hover on the Preview and see Foreign File, you can select the document.

One possible message:

Download Foreign File [BM Music Theory and Composition- MUAP 4342-4571 -201880 and Prior Catalogs.msg](#)

Just click on the blue words and a .msg file might download so you can open with Outlook or it might prompt you to select an application to open it with or it might just pop open.

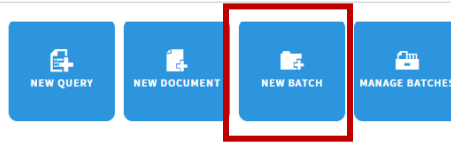
APPLICATION XTENDER 16.3

KEYBOARD SHORTCUTS

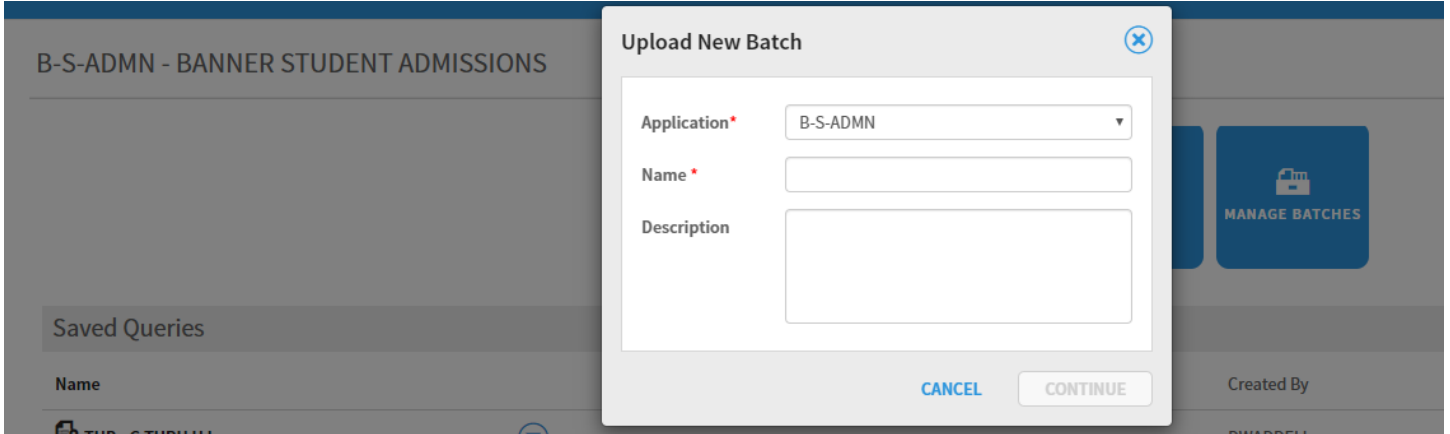
SHORT CUT	FUNCTION
CTRL+ALT+n	Upload New Document
CTRL+ALT+m	Upload New Batch
CTRL+ALT+b	Manage Batches
CTRL+ALT+c	Select Scanner
CTRL+ALT+s	Scan
Batches	
CTRL+ALT+t	Attach current page
CTRL+ALT+a	Attach all pages
ALT+pagedown	Next page
ALT+pageup	Previous page
ALT+l	Rotate left
ALT+r	Rotate right
ALT+up arrow	Zoom in
ALT+down arrow	Zoom out
ALT+s+1	Rotate and save-90° clockwise
ALT+s+2	Rotate and save-180° clockwise
ALT+s+3	Rotate and save-270° clockwise

? on any of the pages displays shortcut keys if they are available in that particular function.

Batch Options (instead of right clicking on B-S-ADMN choose New Batch icon)

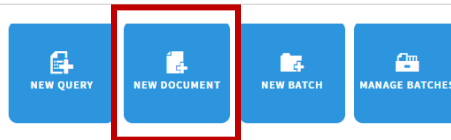


Uploading Batches is a pop-up window instead of a separate screen

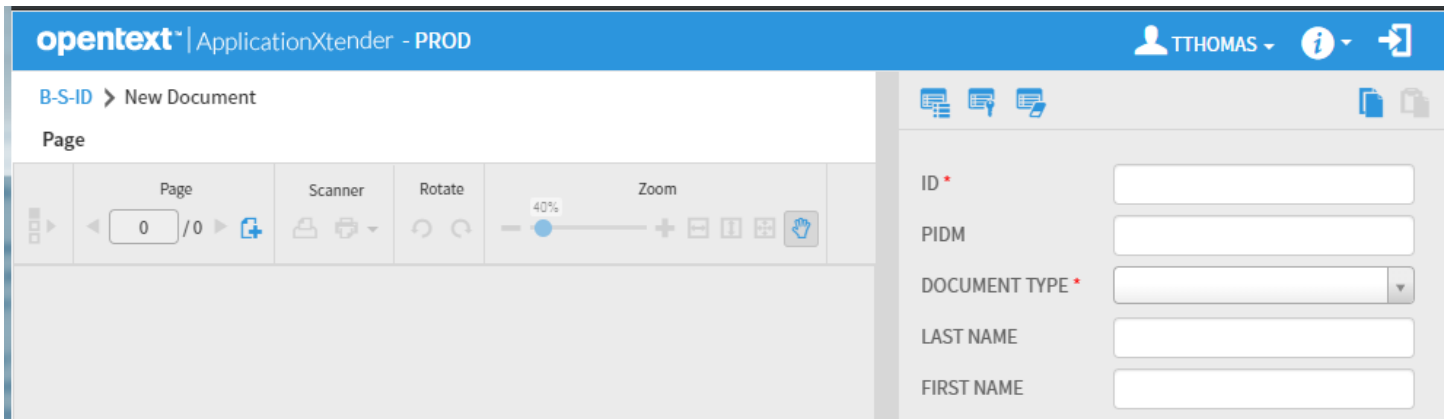


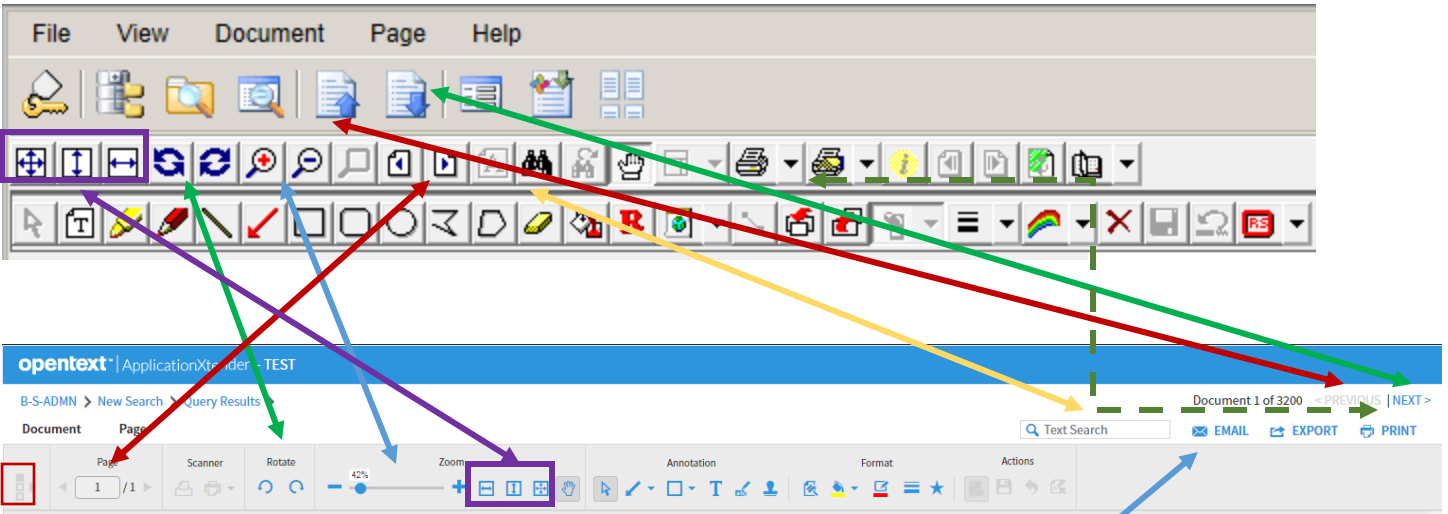
When on the blank screen, you can drag and drop the file and then start indexing.

New Document for Single Student (choose New Document icon).

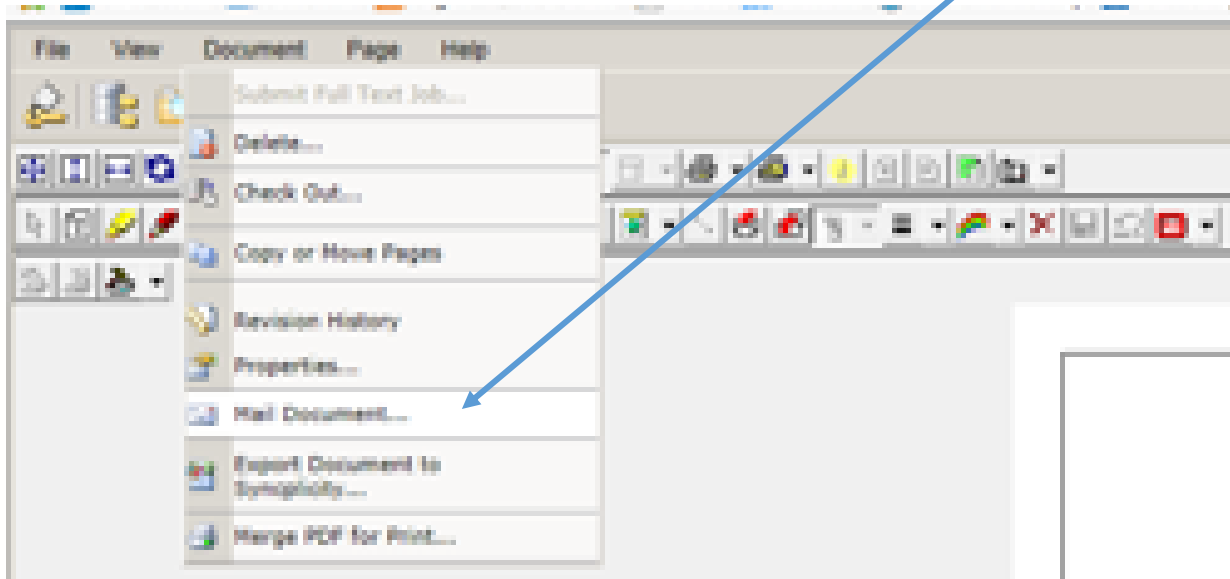


When on the blank screen, you can drag and drop the file and then index.





Turn thumbnails off or on.



Query Results for Application 'B-S-ADMN'

Document 1 - 100 of 1000

[Modify Query](#)

Upper left corner

- Last Document
- Last Query
- Last Query Result

Bottom of screen

Documents 1 - 100 of 3200

◀ Previous | 1 | 2 | 3 | 4 | 5 | 6 | ... | 32 | Next ▶ Items per page: 100 ▾