



# **Banner Document Management Suite Indexing Batches in Web Access**

May 2012  
Release 2.0



## Table of Contents

<a href="#">Logging into Web Access</a>	<a href="#">3</a>
<a href="#">Logging into Web Access</a>	<a href="#">3</a>
<a href="#">Opening Batch list</a>	<a href="#">4</a>
<a href="#">Selecting Batch to Index</a>	<a href="#">5</a>
<a href="#">Indexing a Document</a>	<a href="#">6</a>
<a href="#">Important Indexing Rules</a>	<a href="#">8</a>
<a href="#">Unique Key Violation</a>	<a href="#">9</a>
<a href="#">Indexing By Last Name, First Name or SSN #</a>	<a href="#">10</a>
<a href="#">Modify an Index</a>	<a href="#">12</a>
<a href="#">Icon Descriptions</a>	<a href="#">14</a>



Open Internet explorer.

Enter URL on  
address line.



URL

*http://\_\_\_\_\_ /Appxtender/login.aspx*  
Server name or IP

**Login**

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

Data Source:

User Name:

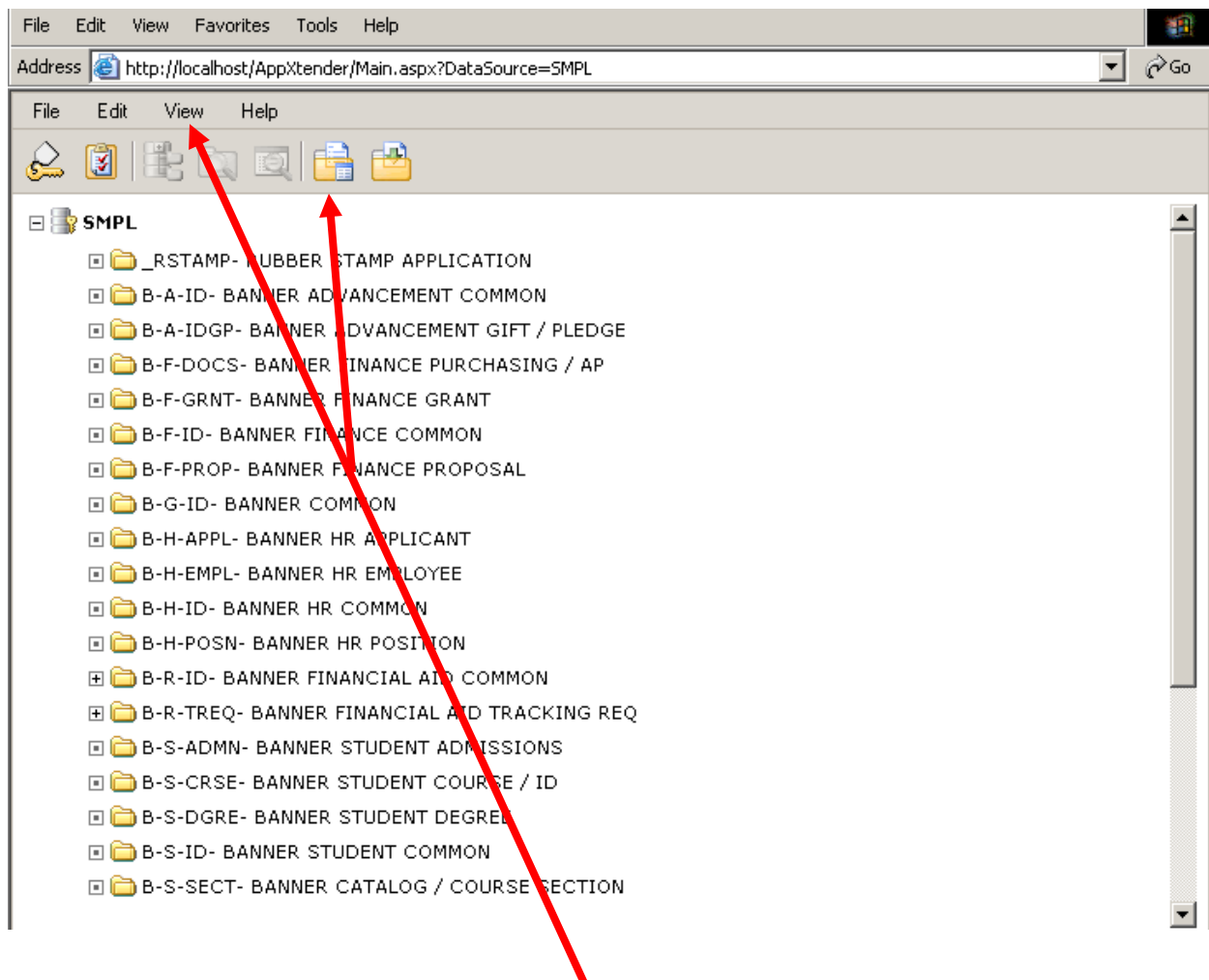
Password:

☒ Request Full Text Search Support

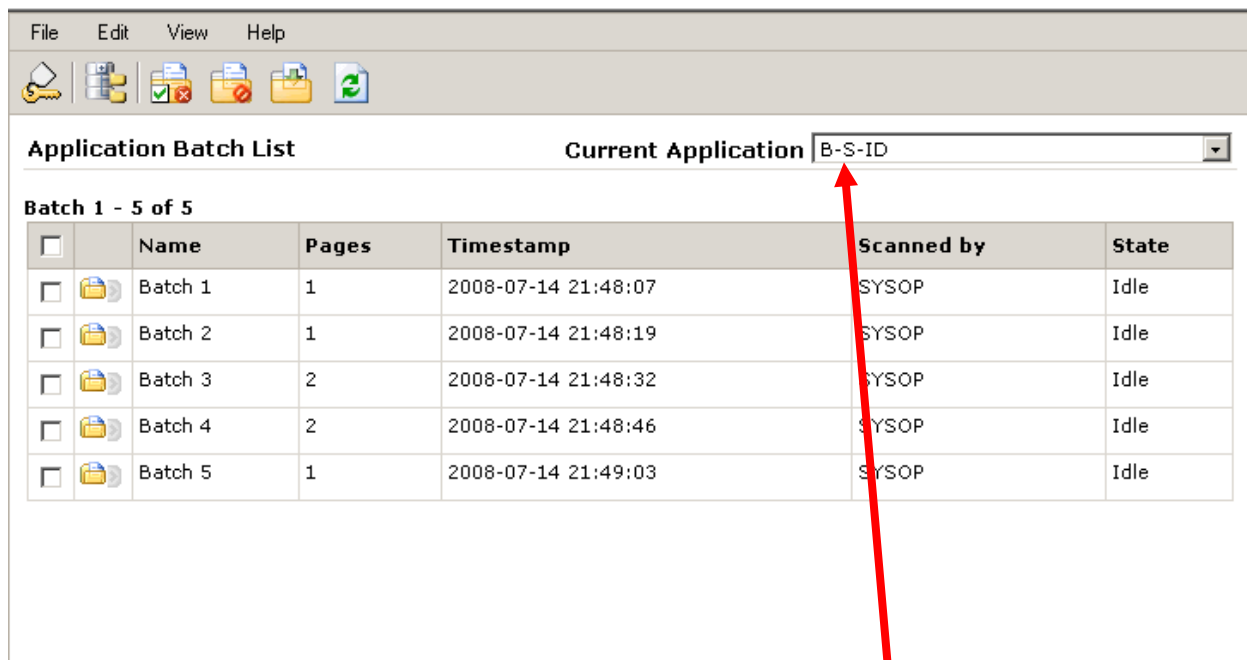
[? for more information, see Logging into ApplicationXtender Web Access.](#)

Copyright © 1994-2005 EMC Corporation. All rights reserved.

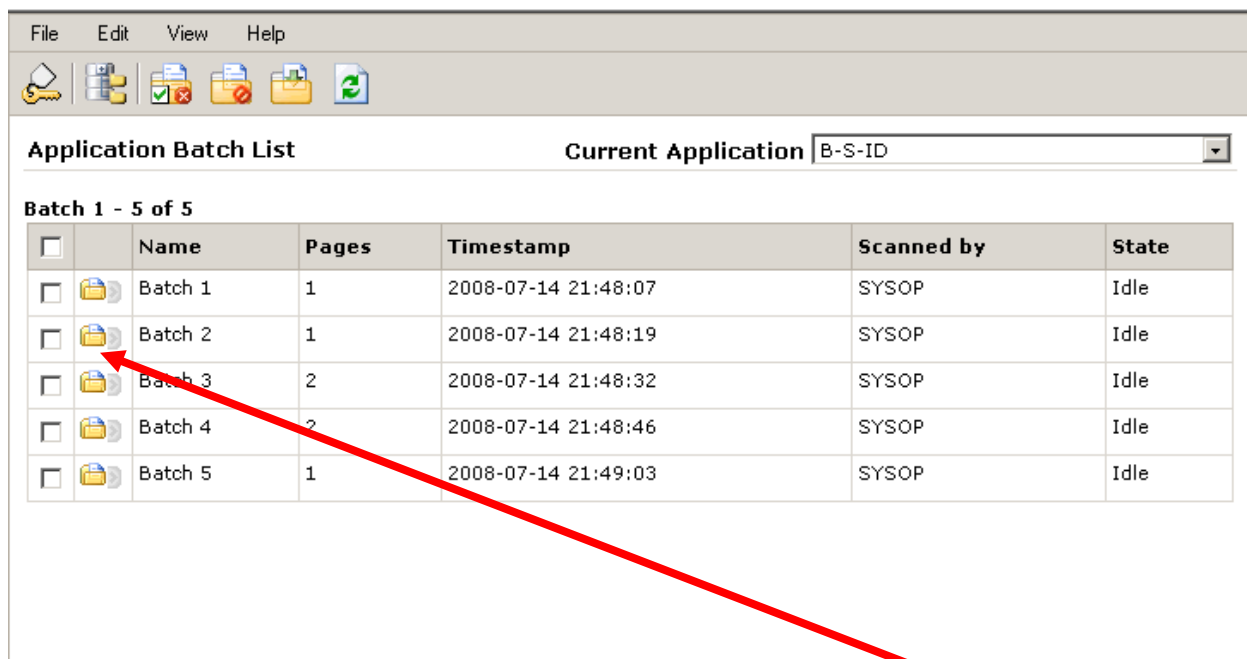
Enter Banner user name and password.



Select "View" or the folder icon then select "Batch List"



Select the application from the Current Application drop down list



Left mouse click on the yellow folder next to the batch that you want to index.

FileViewBatchHelp

Index Name	Field Value
ID	<input type="text"/>
PIDM	<input type="text"/>
DOCUMENT TYPE	<input type="text"/>
LAST NAME	<input type="text"/>
FIRST NAME	<input type="text"/>
SSN	<input type="text"/>
BIRTH DATE	<input type="text"/>
TERM CODE	<input type="text"/>
APPLICATION NUMBER	<input type="text"/>
ADMISSIONS REQUIREMENT	<input type="text"/>
INSTITUTION NUMBER	<input type="text"/>
ROUTING STATUS	<input type="text"/>
ACTIVITY DATE	2008-07-14 22:06:10

Save

**THE SLEREXE COMPANY LIMITED**  
SAPORS LANE · BOCKLE · DORSET · BH21 9JH  
TEL: 01204 884411 FAX: 01204 884412

Our Ref. 350/700/646 18th January, 1972.

Dr. P.H. Cundall,  
Mining Surveys Ltd.,  
Holmwood Road,  
Reading,  
Berks.

Dear Peter,

Permit me to introduce you to the facility of Facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronized with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

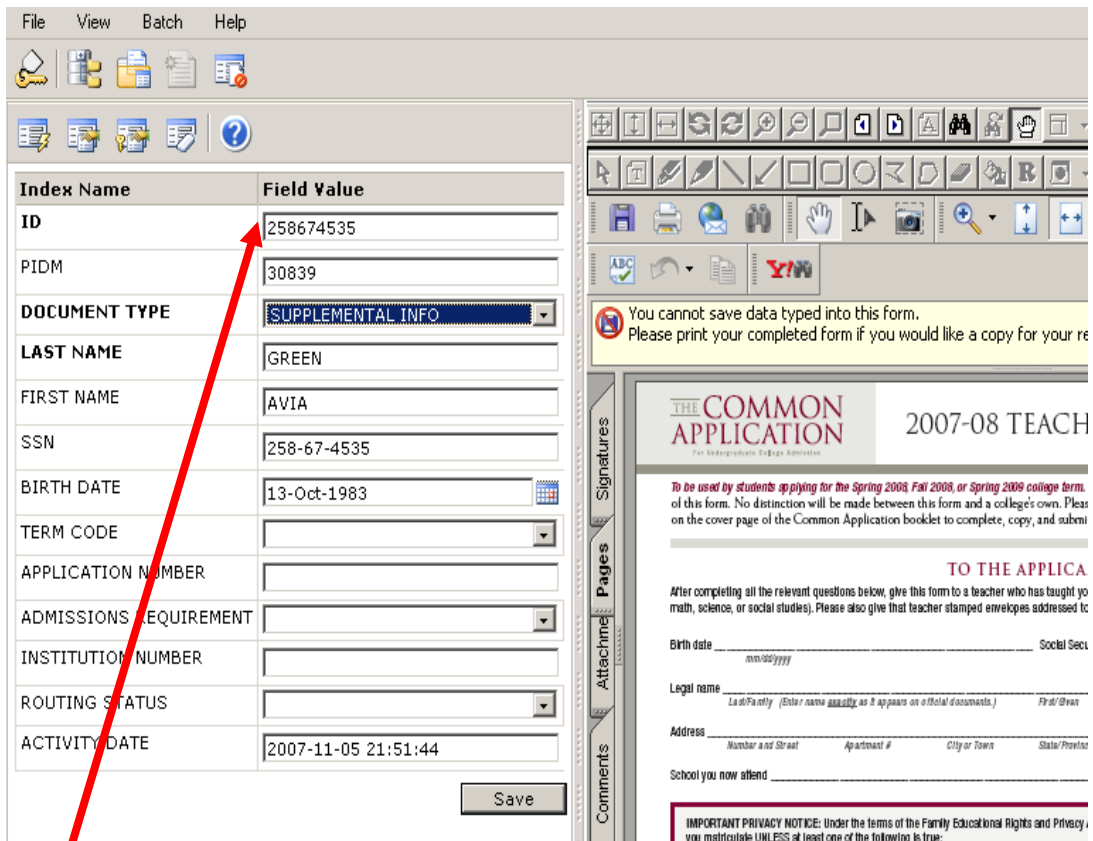
Yours sincerely,

*Phil.*  
P.H. CROSS  
Group Leader - Facsimile Research

No. 1  
Prepared in Britain  
Registered Office 10 Years Last Week Born

Application: B-S-ADMINPage 2 of 60

The first document in the batch will be displayed and is ready to be indexed.



Index Name	Field Value
ID	258674535
PIDM	30839
DOCUMENT TYPE	SUPPLEMENTAL INFO
LAST NAME	GREEN
FIRST NAME	AVIA
SSN	258-67-4535
BIRTH DATE	13-Oct-1983
TERM CODE	
APPLICATION NUMBER	
ADMISSIONS REQUIREMENT	
INSTITUTION NUMBER	
ROUTING STATUS	
ACTIVITY DATE	2007-11-05 21:51:44

**THE COMMON APPLICATION** 2007-08 TEACH

*To be used by students applying for the Spring 2008, Fall 2008, or Spring 2009 college term of this form. No distinction will be made between this form and a college's own. Please print on the cover page of the Common Application booklet to complete, copy, and submit.*

**TO THE APPLICANT**

After completing all the relevant questions below, give this form to a teacher who has taught you math, science, or social studies. Please also give that teacher stamped envelopes addressed to:

Birth date \_\_\_\_\_ Social Security \_\_\_\_\_

Legal name \_\_\_\_\_ First/Last \_\_\_\_\_

Address \_\_\_\_\_

School you now attend \_\_\_\_\_

**IMPORTANT PRIVACY NOTICE:** Under the terms of the Family Educational Rights and Privacy Act, you matriculate UNLESS at least one of the following is true:

Enter the Banner ID # in the first field Then Select the **TAB** key.

The following fields will populate with data from Banner:

**PIDM**

**Last Name**

**First Name**

**SSN**

**Birth Date.**

Select the Appropriate document type for the document being displayed

Then click on Save.

Index Name	Field Value
ID	239000000
PIDM	1471
DOCUMENT TYPE	ADMISSIONS APP
LAST NAME	SMITH
FIRST NAME	JOHN
SSN	762-37-3675
BIRTH DATE	22-Aug-1961
TERM CODE	
APPLICATION NUMBER	
ADMISSIONS REQUIREMENT	
INSTITUTION NUMBER	
ROUTING STATUS	
ACTIVITY DATE	2008-07-14 22:18:51

The next documents displays.

### \* THREE IMPORTANT RULES \*

1. If the document is the second page of the previous document, click on the single page green plus.
2. If the document belongs to the same Banner ID # as the previous document, but the Document Type is different then click on the "New Document" icon



Then:

- A) Click on the "Last Modified Index" icon  
The fields will auto populate with the Previous index values.
  - B) Select the new document type  
From the drop down list and click on save
3. If the document belongs to a different Banner ID # click on the "New Document" icon and enter in the new ID and Document Type and then click save.

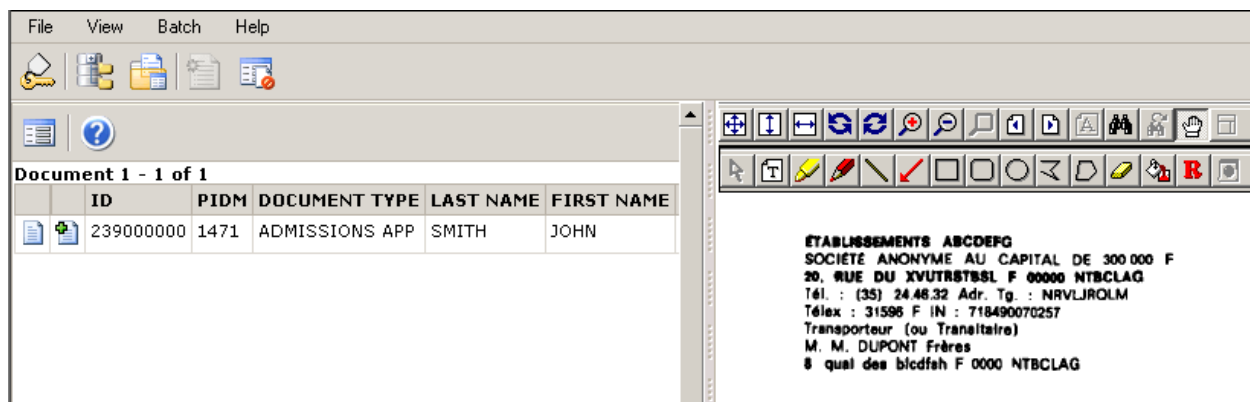






If the following message appears after indexing a document this means that a document with the exact indexing data already exist in the system and this document will need to be appended to the existing document.

Click on the “Select Indexes” icon



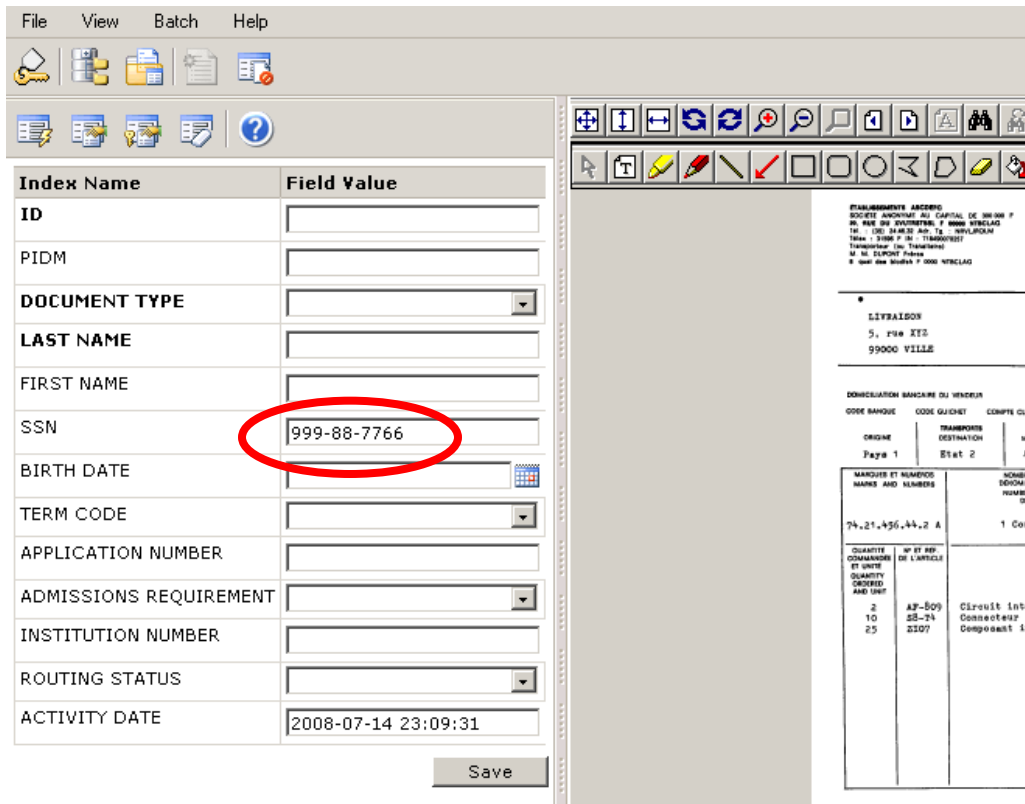
The system will search for existing documents with the same index values

When the index value is displayed

Select the green plus on the page and the present document will append to all previous documents with the same index values.



## Indexing By Last Name, First Name or SSN #



Index Name	Field Value
ID	
PIDM	
DOCUMENT TYPE	
LAST NAME	
FIRST NAME	
SSN	999-88-7766
BIRTH DATE	
TERM CODE	
APPLICATION NUMBER	
ADMISSIONS REQUIREMENT	
INSTITUTION NUMBER	
ROUTING STATUS	
ACTIVITY DATE	2008-07-14 23:09:31

Save

If Banner ID #is not known, you can index by Last Name, First Name, or SSN#

Enter information into the field and click on the “Key References and Index “icon



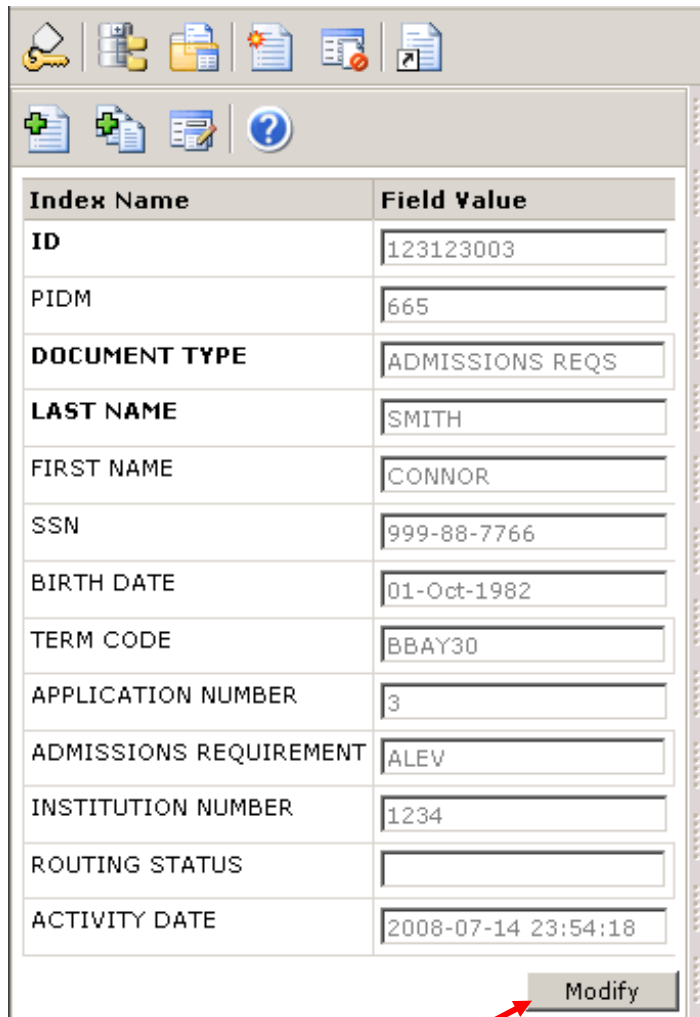

ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE
123123003	665		SMITH	CONNOR	999-88-7766	1-Oct-1982

The system will search for the information based on the SSN# that was entered.

Click on the page icon and the field will auto populate with the data.



Then click on **SAVE**



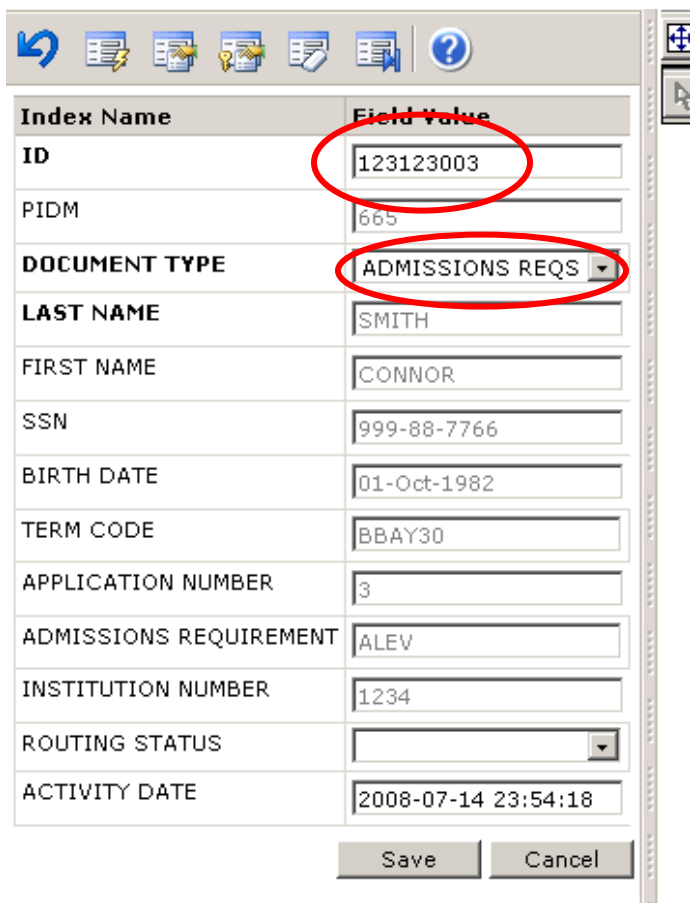
Index Name	Field Value
ID	123123003
PIDM	665
DOCUMENT TYPE	ADMISSIONS REQS
LAST NAME	SMITH
FIRST NAME	CONNOR
SSN	999-88-7766
BIRTH DATE	01-Oct-1982
TERM CODE	BBAY30
APPLICATION NUMBER	3
ADMISSIONS REQUIREMENT	ALEV
INSTITUTION NUMBER	1234
ROUTING STATUS	
ACTIVITY DATE	2008-07-14 23:54:18

Modify

To modify the index data click on the “modify “button

**\* IMPORTANT \***

Do not click on Modify to index a “new document”



Index Name	Field Value
ID	123123003
PIDM	665
DOCUMENT TYPE	ADMISSIONS REQS
LAST NAME	SMITH
FIRST NAME	CONNOR
SSN	999-88-7766
BIRTH DATE	01-Oct-1982
TERM CODE	BBAY30
APPLICATION NUMBER	3
ADMISSIONS REQUIREMENT	ALEV
INSTITUTION NUMBER	1234
ROUTING STATUS	
ACTIVITY DATE	2008-07-14 23:54:18

Save Cancel

The “ID” and “Document Type” fields are the only index fields that can be modified

*Term Code, Application Number, Admissions Requirement, Institutional Number* are defaulted to read only after indexing  
(The read only setting can be turned off these fields)



**LOGOUT**



**VIEW/MODIFY  
YOUR USER  
SETTINGS**



**BATCH LIST**



**BATCH IMPORT**



**APPLICATION LIST**



**DELETE BATCH**



**CHANGE BATCH STATUS**



**REFRESH BATCH LIST**



**SELECT INDEXES**



**KEY REFERENCE & INDEXES**



**AUTO INDEX**



**NEW DOCUMENT**



**VIEW LAST INDEX DOCUMENT**



**ATTACH CURRENT PAGE**



**ATTACH ALL PAGES**



**MODIFY**



**RETURN TO BATCH SCANNING**



**LAST MODIFIED INDEX**



**CLEAR INDEX**

## Confidential Business Information

---

This documentation is proprietary information of Ellucian and is not to be copied, reproduced, lent or disposed of, nor used for any purpose other than that for which it is specifically provided without the written permission of Ellucian.

Prepared By: Ellucian  
4 Country View Road  
Malvern, Pennsylvania 19355  
United States of America

© Ellucian. All rights reserved. The unauthorized possession, use, reproduction, distribution, display, or disclosure of this material or the information contained herein is prohibited.

In preparing and providing this publication, Ellucian is not rendering legal, accounting, or other similar professional services. Ellucian makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Ellucian, the Ellucian logo, Banner, Luminis, PowerCAMPUS, fsaATLAS, Matrix, Plus, and PocketRecruiter are trademarks or registered trademarks of Ellucian Data Systems Inc. or its subsidiaries in the U.S. and other countries. All other trade names are trademarks or registered trademarks of their respective holders.