AppXtender: Image Capture

Overview

The procedures described in this document are to facilitate your use of ApplicationXtender Image Capture, a scanning tool that allows documents to be scanned into the Banner Student Information System and stored. Storage in this systematic fashion allows easy on-line access to the documents for viewing purposes. There are over 300 document types that can be scanned by Xtender. The most frequently used document types are transcripts, admission applications and letters.

Before practicing or performing the steps outlined in this document, you must have ApplicationXtender Desktop software installed on your PC. In addition, your Banner and Xtender User Name and Password must be synchronized. See the document entitled ApplicationXtender and WebXtender: Synchronizing Banner INB and Xtender Passwords.

IMPORTANT: The model of scanner you use will determine whether you should have the Scanner set to On or Off mode, when logging in to Image Capture. You need to test your scanner to determine which method is required. Depending on your scanner, several variables are possible in the following section. It is recommended that you read through the entire section prior to beginning any of the steps.

Login to ApplicationXtender Image Capture

- Access ApplicationXtender Image Capture from the link on your desktop.
  - If there is not a link on your desktop, access it by selecting the Start menu> All Programs.
- When the Login to PROD window appears, enter your X-tender Username and Password.
  - Reminder: Your Xtender User Name and Password will be the same as your Production Username and Password; they must be synchronized before you logon.
- Click the Login button when entry is complete.

Initial Image Setup

- The ApplicationXtender Image Capture window displays – check your window title bar to make sure that is what is displayed.
  - When you have logged on successfully, you should see the screen on the right.
- Your screen may have more applications listed in the directory.
- If your scanner is not already on, then turn it on now.
- If the Select Scanner driver box appears, choose the driver that is recommended for your scanner driver.
  - ISIS: Canon DR-5010C; or
  - TWAIN: Canon DR-5010C TWAIN

**Note:** Depending on the make and model of your scanner, you may see something different in the Select Scanner dialogue box.
- Click **OK**.

- If the Select Scanner driver box does not appear, as shown above, click the Select Scanner button on the Toolbar.

- Then, choose your scanner drive from the list.
  - ISIS: Canon DR-5010C
  - TWAIN: Canon DR-5010C TWAIN

**Note:** Depending on the make and model of your scanner, you may see something different in the Select Scanner dialogue box.
- Click **OK**.
- The ApplicationXtender Image Capture window re-appears.
- On the left side of this window is the Application Box, with one or more Applications listed.

- To select the appropriate Application, double-click on it.
- In this instance, we have selected B-S-ID – Banner Student Common.
  - If you were successful, the B-S-ID line will be bold and all others will not be.

**IMPORTANT:** All Offices of Undergraduate Admissions, as well as Records and Registration, use this application. Please make sure this application is always the one highlighted, unless you have procedures in your office to use a different application.

- Verify that the Scanner Feed option is on **ADF Duplex** at all times; even if the pages you are imaging are blank on one side.
  - This ensures that both sides of your document are always imaged; you can delete the blanks later.
  - Likewise, you will prevent the omission of vital information, unintentionally.
- If **ADF Duplex** is not displayed, click on the Down Arrow for this field and select it from the pick-list.
You can change the user preferences of your scanner by clicking the **Scanner Setup** button.

In this instance, the Scanner Setup window displayed is for the **hp scanjet 5590 #3** scanner.
- Each scanner is different; so refer to the scanner manual for help with these options.
- Experiment with the options to determine the best document imaging settings for your scanner.

When the appropriate settings have been entered, click **OK** to close the Scanner Setup window.

Setup is complete; you are now ready to image.

### Scanning the Image

Place your documents on the scan bed in the appropriate orientation for your scanner.

There are several ways to start your batch but the simplest and quickest are:
- Click the **Scan** button.
- Then, enter the batch **Name**.
• When the Scan button is clicked, the Application Xtender Image Capture window automatically displays.

• You will then enter a Batch Name.

IMPORTANT: Your office should have a procedure (Naming Conventions) in place to name your batches, whether numerical or alphabetical. Be consistent and follow the procedure.

• Select OK.

• Your batch will begin scanning.

Verifying Imaging is Complete

• To verify the scanning process for your batch is complete, look at the page numbers shown in the bottom, right corner of the screen.
  – If complete, the page numbers will be equal (e.g., 2/2).
  – If incomplete, the page numbers will be unequal (e.g., 1/2).

• View the documents on your computer monitor as they are being imaged to verify:
  – Images are of good quality.
  – Pages are not overlapped.

• Once the scan is complete, end the imaging process.
  – Click the File menu; select Close.

• Log out of ApplicationXtender.
Configuring ApplicationXtender Image Capture Help

- There are different options for the look, feel, and setup of your Image Capture Screen; however, you should only experiment after you become accustomed to navigating in the program.

- When you are ready to change the setup, different setup procedures and instructions are provided by selecting the Help option.

- Selecting Help opens the Image Capture window for Online Help.

- From the left panel, you will then choose the Configuring AppXtender Image Capture link.

- That action will provide Help links as displayed on the Configuring AppXtender Image Capture window shown on the right.
  - Click on the appropriate topic to access instructions for customizing the image capture window.

- A Printer icon is available at the top of this window to print the instructions, if necessary.

- When you have all the Help information you need, close all windows to return to the Image Capture window.