

Xtender Version 5.4 Administrator's Installation guide

This guide will walk IT staff through the process of installing the various activeX controls and software needed for the new version of Xtender web access.

NOTE: EMC Documentum Xtender supported browsers are Internet Explorer 6 SP1 or later, and Internet Explorer 7. Firefox and Netscape are only supported for thin client (no scanning capability).

NOTE: Be sure all pop-up blockers are either turned off or set to trust and allow pop-ups from this site.

1. Open Internet Explorer and enter the address
<https://hfrsxtendt.sdbor.edu/appxtender/login.aspx>

The following screen appears.



Login

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

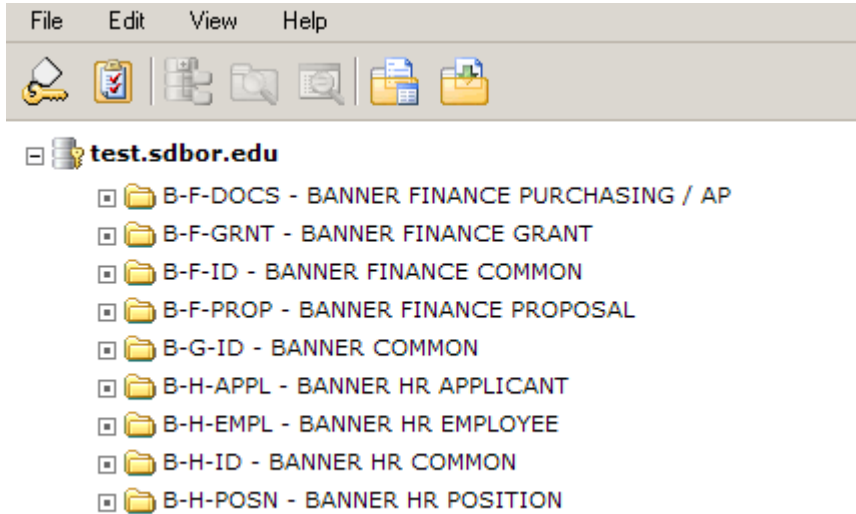
Data Source	<input type="text" value="test.sdbor.edu"/>
User Name	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Request Full Text Search Support	
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

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

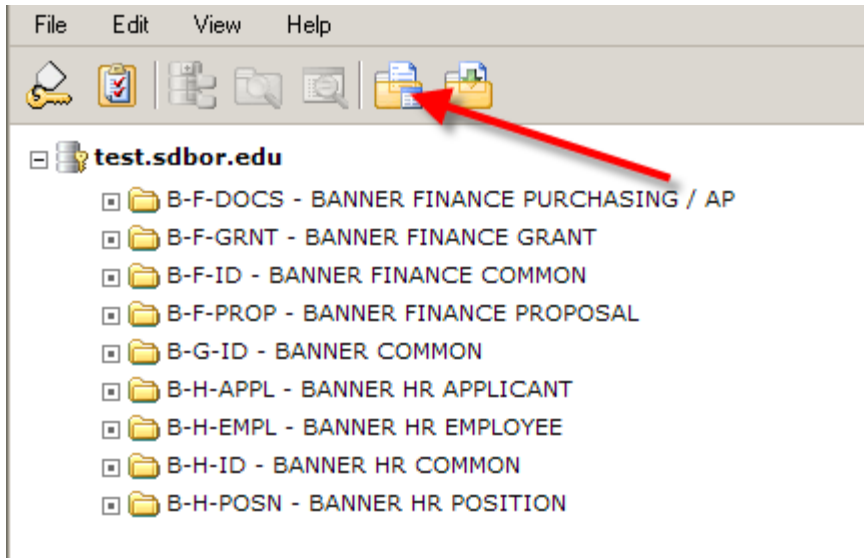
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2. Login to the Xtender system with a **TEST SNAP** username and password that has had access to Xtender in the past.

3. The **Application List** appears as below



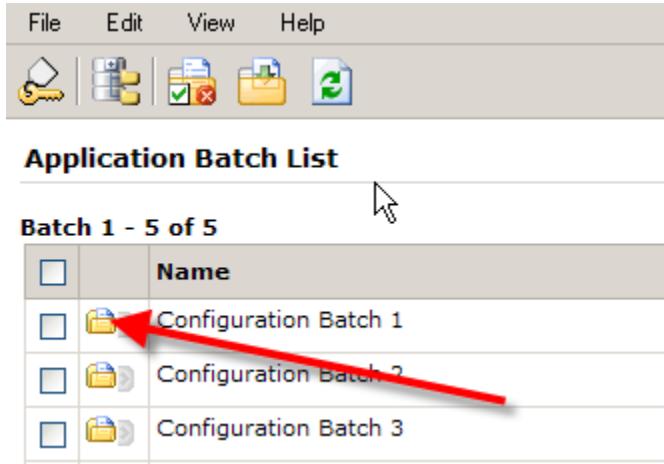
4. Click on the **Batch List** icon as below



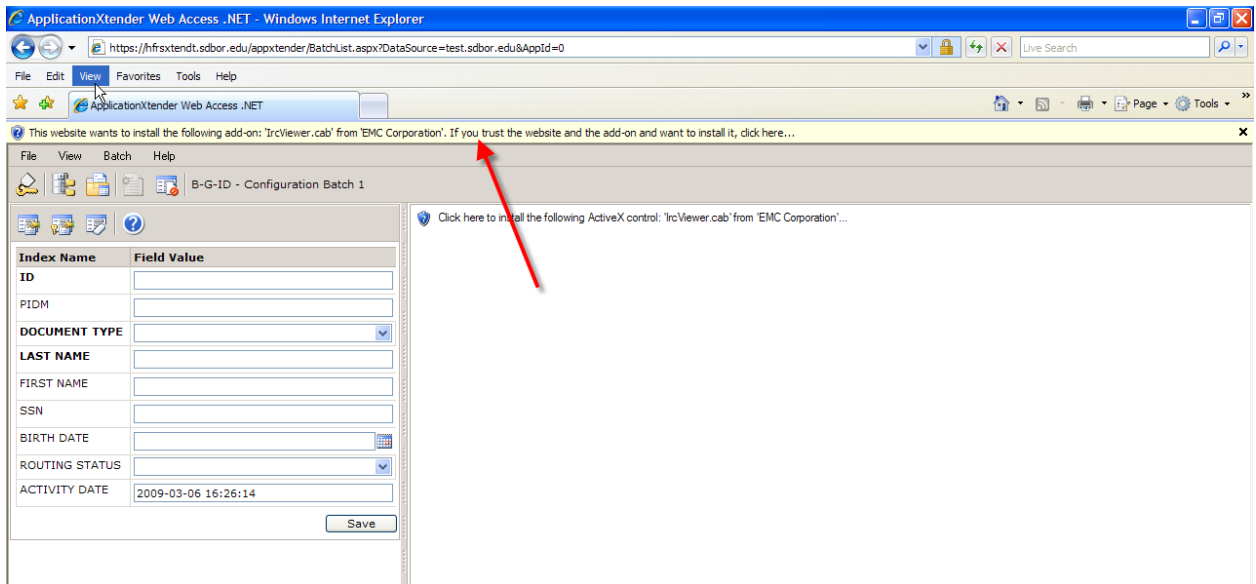
5. When the **Batch List** screen displays click on the drop down list for **Current Application** and select **B-G-ID** as below.



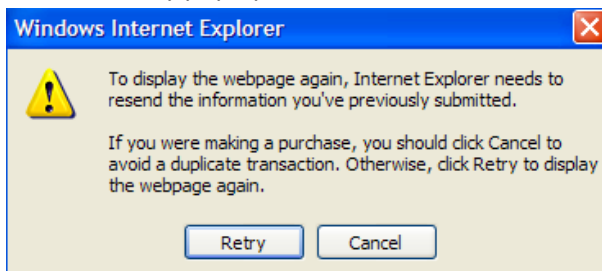
6. A list of documents should populate on the screen. Click on one of the documents named “**Configuration Batch**” to open the document as below.



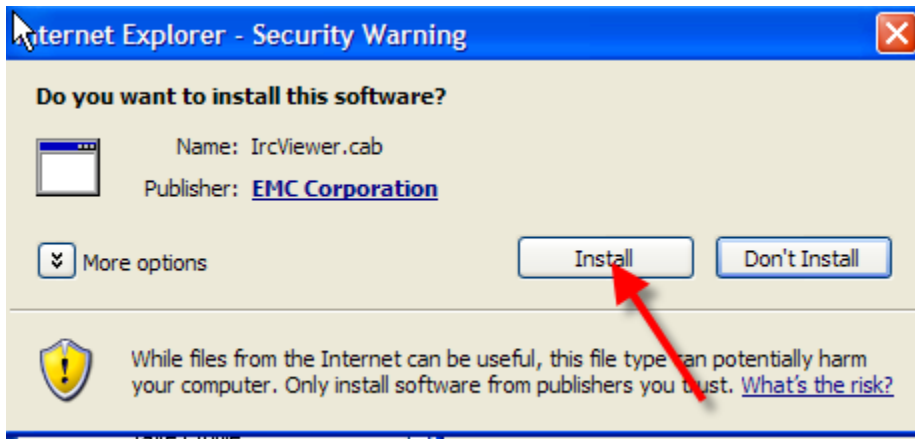
7. A new screen loads and will possibly ask you to install an Active X control for **IRCViewer.cab**. See below



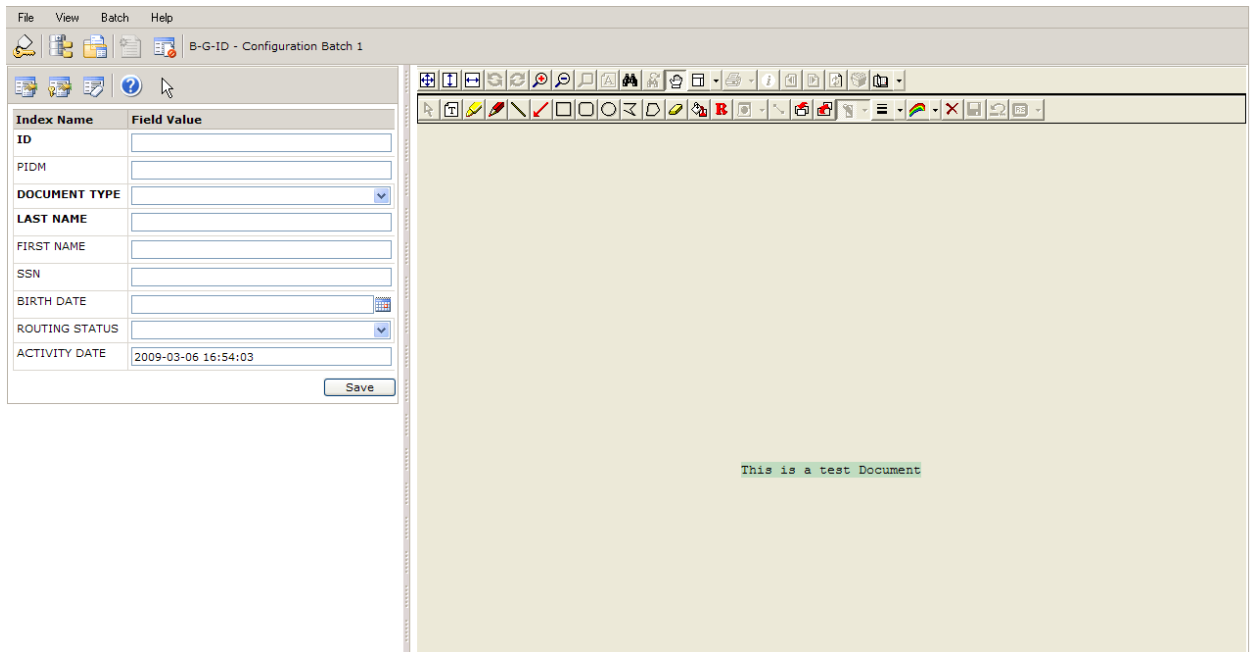
8. Install the Active X control by clicking on the Yellow bar and selecting the **Install** option.
9. A window may pop up that looks like the below. If so click **Retry**.



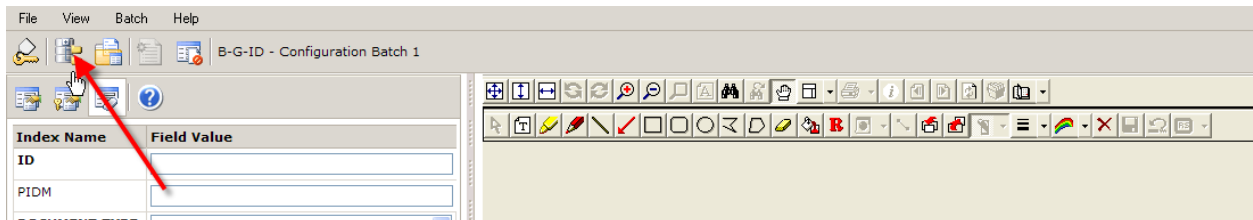
10. When the page reloads it will ask you to install the control. Click **Install**. See below



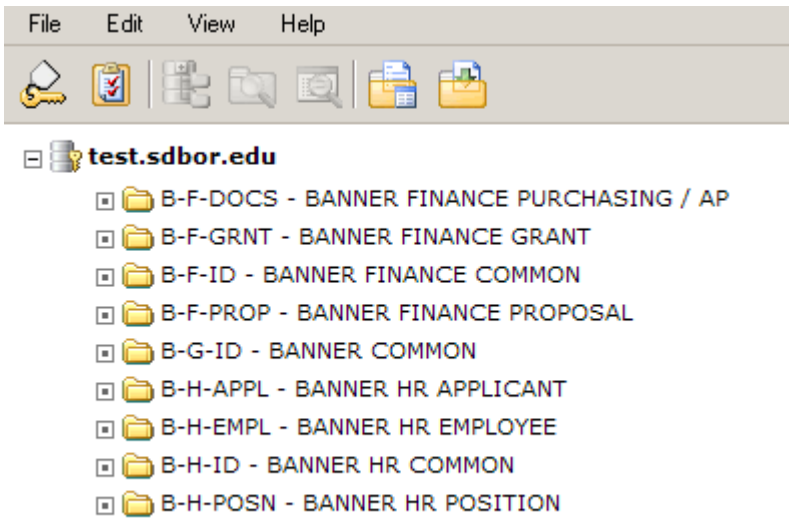
11. The page will refresh and show the following.



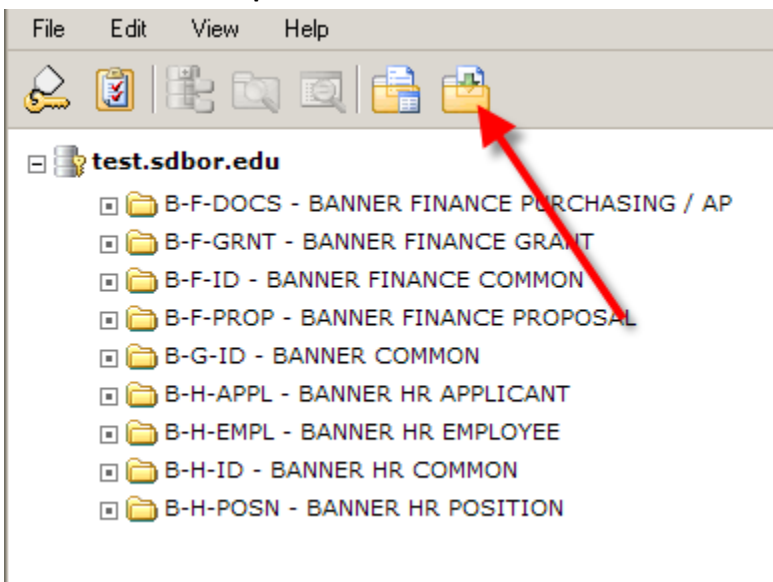
12. Next click the **Application list** button shown below



13. This will bring you back to the main screen of **AppXtender Web**. Shown below



14. Click on the **Batch Import** icon shown below.

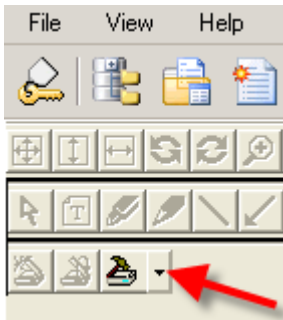


15. Choose the application **B-G-ID** and name the batch with your name and click **Next**. Example below.

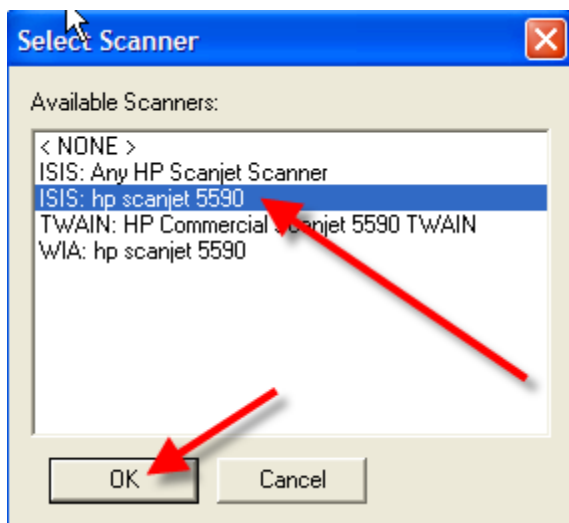
The 'New Batch Document' dialog box contains the following fields and controls:

- Application:** A dropdown menu with 'B-G-ID' selected. A red arrow points to this dropdown.
- Batch Name*:** An empty text input field. A red arrow points to this field.
- Memo:** A text area containing 'Batch created at 2009-03-06 22:59:02'.
- *Required Fields:** A label indicating which fields are mandatory.
- Thin client upload:** A checkbox that is currently unchecked.
- Buttons:** 'Next', 'Cancel', and 'Help' buttons. A red arrow points to the 'Next' button.

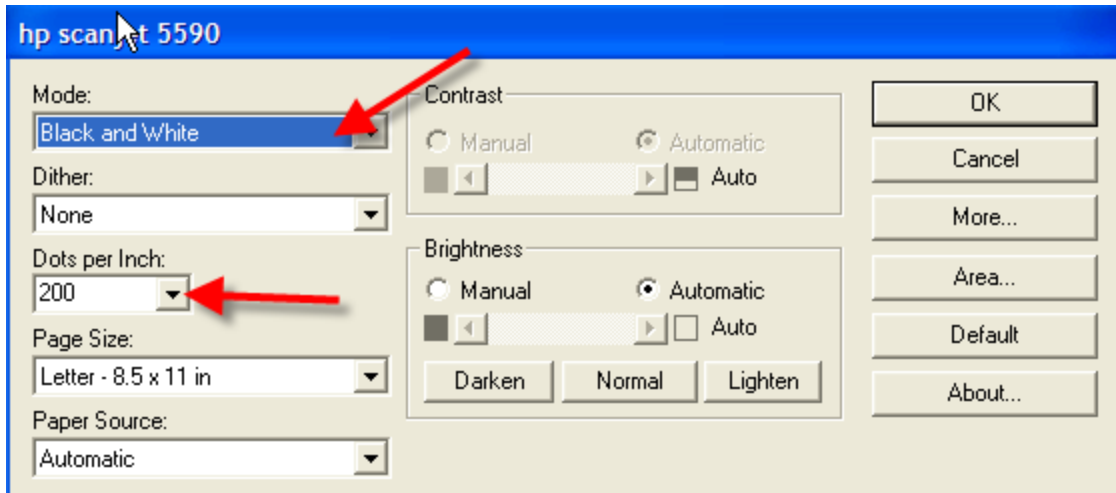
16. When the **Batch window** loads click on the **Scanner Setup** icon shown below and choose “**Select Scanner**”



17. This step will look different depending on the scanner installed on the computer. This example uses a HP Scanjet 5590 utilizing an ISIS driver. Choose your scanner. **ISIS drivers are standard and preferred to limit file size and loading times. TWAIN drivers will also work but file sizes and loading times will be over 10 times larger/longer.**



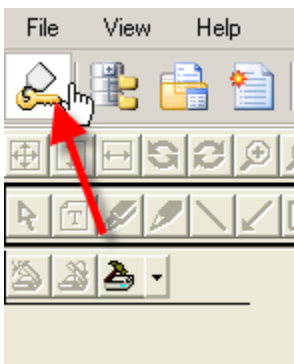
18. Next the scanner will need to be configured. Select the **Scanner Setup** icon again and choose “**Driver Configuration**”. The driver should be configured for **200-300 DPI** and **Black and White** scanning as well as any other necessary features such as the auto feeder, contrast, etc. See example below.



19. You may test the scanner by clicking the **scan** button shown below.



20. Finally, log off the system by choosing the **Logout** button in the upper left.



Congratulations, you have now setup the computer for use with the Xtender. If you have problems with setting this up please contact me via Email at ryan.ogan@sdbor.edu

