










Locate Documents for Viewing

Use this job aid if you need to locate documents that have been scanned and indexed in WebXtender.

Basic Steps	Detailed Steps
ACCESS WEBXTENDER	<p>1. Log on to Banner. The Banner <i>General Menu</i> displays. Note: The first time you access WebXtender, you must do so from Banner.</p>
	<p>2. In the Go To box, type the Banner form name, such as PEAEMPL or NBAJOBS, and press the Enter key. The Banner form displays. Note: If you are an approver with outstanding electronic approval transactions, you will receive a pop-up message asking if you would like to view these transactions. Click No to dismiss it. Approvers will also receive a message asking if they wish to be notified of new transactions during the current session. Click No to dismiss this message, and the Banner form will display.</p>
	<p>3. Click in the ID field and type the person's Banner ID. The name of the person associated with the Banner ID populates in the next field. If the name is not correct, re-type the correct Banner ID and press Enter.</p>
	<p>4. From the toolbar, click the Banner XtenderSolutions  toolbar button.</p> <ul style="list-style-type: none"> • If only one document exists, it will automatically display in the WebXtender application, in a new window. • If more than one document exists, the WebXtender application opens in a new window with a list of documents displayed.
LOCATE AND VIEW THE DOCUMENTS	<p>5. If more than one document exists, locate the document(s) you wish to view. You can use the information on the screen, such as Activity Date or Comments, to help determine which document you are looking for. The Comments displayed on this screen are the comments that were entered on the indexing screen. Click the Open Document  icon next to the document type name. The document will display.</p>
	<p>6. If you want to navigate between pages, you can use the navigation buttons . You will see a page counter near the bottom left-hand portion of the screen.</p>
	<p>7. If you want to navigate between documents, you can use the Previous Document  and Next Document  icons.</p>
	<p>8. Click the Document Index  icon to view the indexing information for the document(s). This will show you the activity date, person information, and comments, if any exist.</p>
	<p>9. Click the Close Indexing  icon to close the indexing panel.</p>
LOGOUT OR CLOSE THE APPLICATION	<p>10. When you are done viewing the documents, you may click the Logout  toolbar button, then click the OK button on the confirmation message.</p>
	<p>11. Click the Close  button to close the browser window.</p>