

ApplicationXtender comparison chart

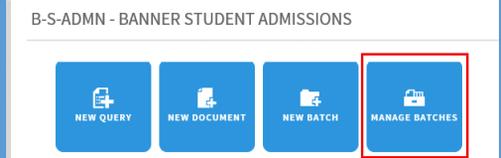
Document Manager

AX Web Access

How to retrieve a scanned batch?

1. Click **Utilities** > select **Batch Index (List)**.

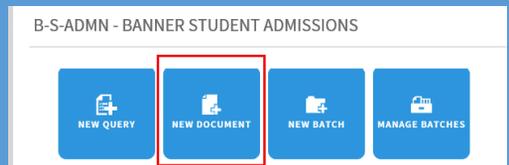
1. Select your application > click **Manage Batches**.



How to create a new document?

1. Click **Document** > select **New** > click **Import File**.

1. Select your application > click **New Document**.

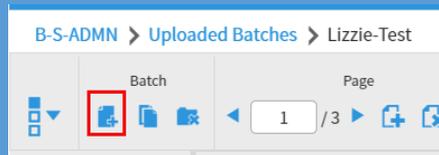


How to index a batch file?

1. Click **New Document** icon to start indexing.



1. From Batch section, click **New Document** icon to begin indexing.

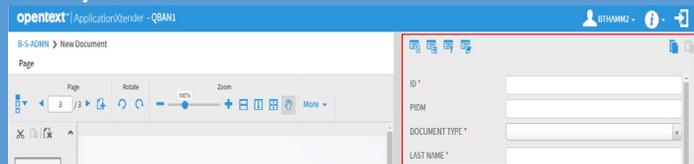


How to index a new document?

1. Click **New Document** icon to start indexing.



1. After you create a new document, you will see the Index Panel.

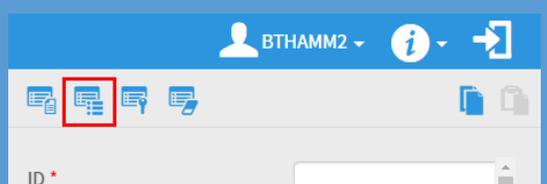


How to attach additional pages to the same index?

1. Click **Attach Page** icon.



1. From the Index Panel on the right, click **Select Index** icon.

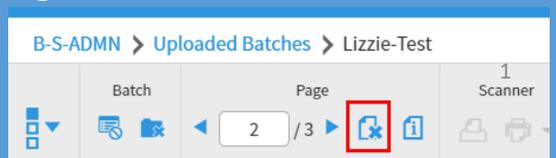


How to delete a page when indexing?

1. Click **Delete** icon.



1. From the Page Section, click **Delete Page** icon.



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Document Manager

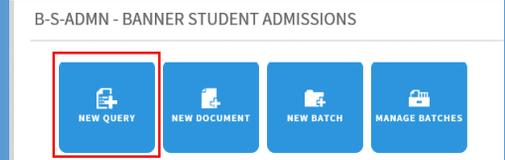
AX Web Access

How to query?

1. Click **New Query** icon.



1. Select your application > click **New Query**.



2. Fill out your criteria.
3. Click Run to execute your search.

How to email a document as a PDF?

1. Find your document.
2. Click **Document > Email Document**.

1. Find your document.
2. Click **Email** icon on the top right corner.
3. Fill out the Mail Document information such as which page(s), subject, body, etc.
4. Click **Save**.

Image Capture

AX Web Access

How to scan a batch?

1. Click **Scan a New Batch** icon.



2. Enter a name for the batch.
3. When you have finished scanning the batch, close the batch.
4. Open **Document Manager** and then find your scanned batch.

Note: You will need to install the Captiva Cloud Toolkit before you can scan.

1. Select your application > click **New Batches**.
2. Enter a name for the batch.
3. From the Scanner section, click the first scanner icon.



4. When the scanning has finished, you will see your scanned document.