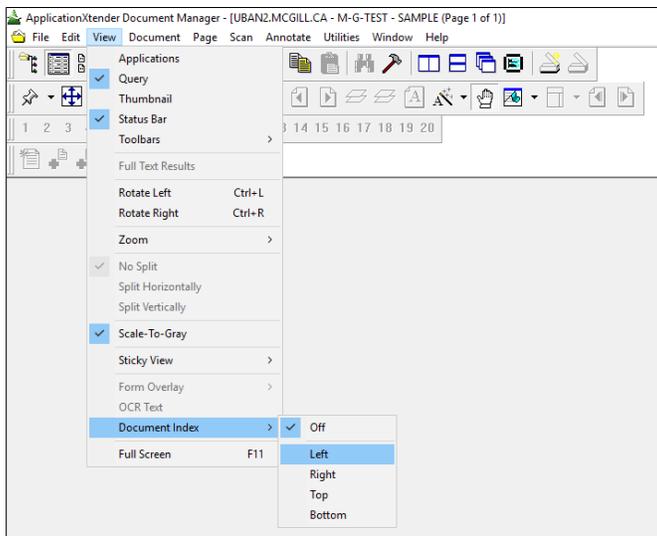


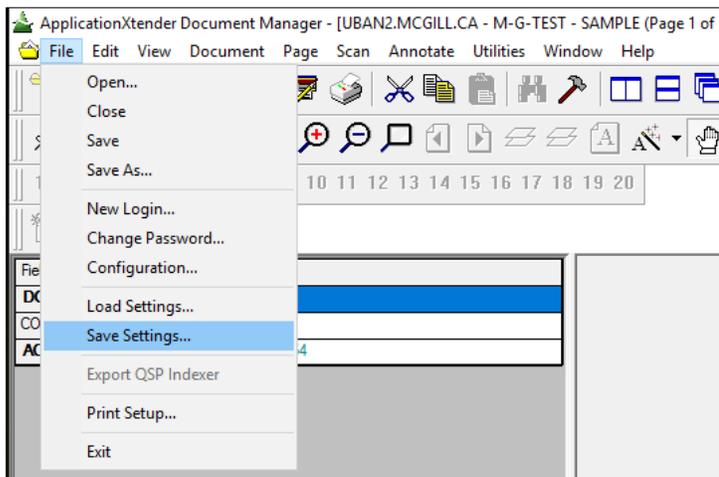
How to save and reload your view settings via your computer

If you have ApplicationXtender Document Manager installed on your computer, you can find, save and reload your view settings to the Document Manager via RD Web Access.

1. From the ApplicationXtender Document Manager that is installed on your computer, click **View** > select **Document Index** > choose your indexing view.



2. Click **File** > **Save Settings**.



3. The Save AppXtender Document Manager Settings window opens. Select the folder you would like to save the document to, and then click **Save**.
4. Log into ApplicationXtender Document Manager via RD Web Access.



5. From Application Document Manager via RD Web Access,
 - a. Click **File** menu.
 - b. Click **Load** Settings.
 - c. Locate the saved setting file, which was saved previously on your computer.
 - d. Select the file and click **Load/Open**.

Now, every time you open ApplicationXtender Document Manager via RD Web Access, it will launch your saved view settings.

