

# How to install ApplicationXtender Web Access 6.5

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## Target Audience:

All Imaging users who do not have the ApplicationXtender desktop client (Document Manager) installed on their PC.

We strongly recommend that you ask your LAN Administrator to complete this procedure as you will need local administrator rights on your workstation. If you have any questions about these instructions please contact the ICS Service Desk by phone at 398-3398 or email [support.ist@mcgill.ca](mailto:support.ist@mcgill.ca).

## Supported platforms:

- Safari 4.0 (support for Mac OS 10.6 in thin client mode only)
- Firefox 3.5 (support for Windows OS and Mac OS 10.6 in thin client mode only)
- Microsoft Internet Explorer 8.0 and 7.0 (thin client and IRC viewer modes)

## Install the ActiveX controls for the IRC Viewer (Internet Explorer only):

By default, AX Web Access users have the IRC viewer setting enabled because it provides more functionality. However, several additional components have to be installed on the user's workstation and only if they are using Internet Explorer. Safari and Firefox do not support the IRC viewer or other components.

1. Add the AX Web Access server to your browser's trusted sites:
  - Launch Internet Explorer
  - Click on **Tools > Internet Options > Security > Trusted Sites > Sites**
  - Add <https://axweb.campus.mcgill.ca/appxtender> > **Add > OK**
  - Repeat for <https://basil.campus.mcgill.ca/appxtender>
2. Connect to AX Web Access at:  
<https://axweb.campus.mcgill.ca/appxtender>
3. Log in as follows:
  - Data Source:** BANNER.MCGILL.CA
  - User Name:** WXINSTALL
  - Password:** WXINSTALL
4. Double-click on the **M-G-Test** application
5. Without entering any search criterion, click the **Submit** button on the query screen.
6. From the results set open any image by clicking on the **Document Icon**.

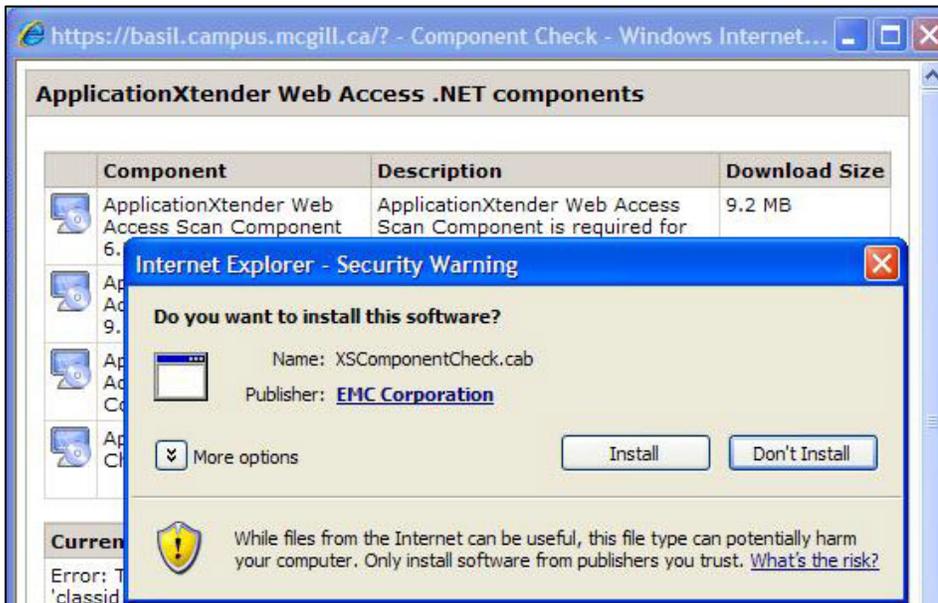
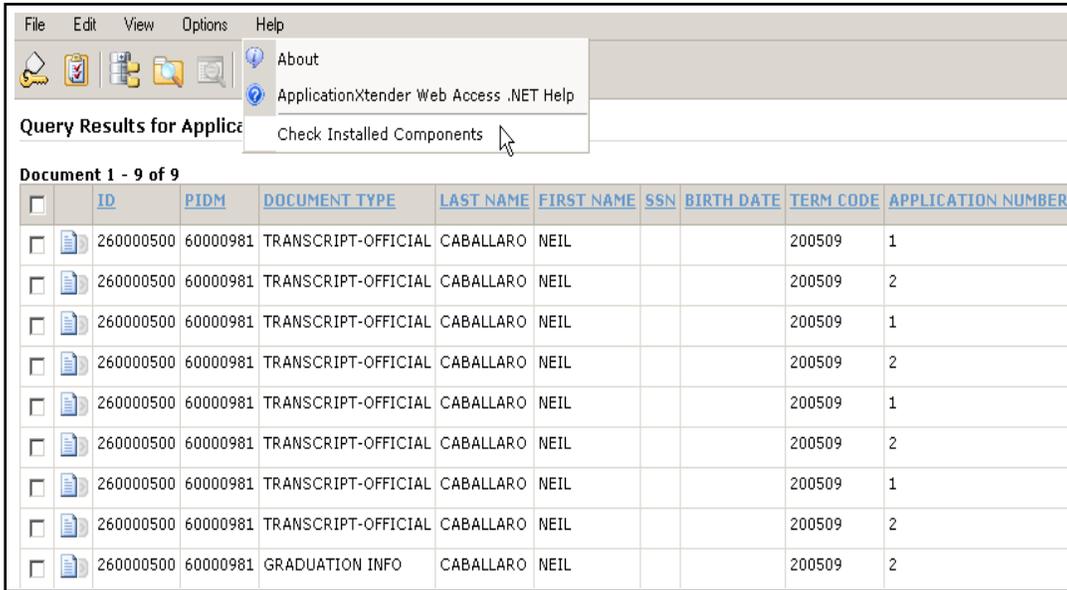
Document 1 - 1 of 1

<input type="checkbox"/>	<a href="#">DOCUMENT TYPE</a>	<a href="#">ACTIVITY DATE</a>	Document ID	Pages
<input type="checkbox"/>	 SAMPLE	2010-09-09 20:13:34	142	1

7. Follow the prompt to open a **.cab** file and install the interactive image (IRC) viewer.
8. Once the IRC viewer is installed, click on the Application List icon  to close the image.

## Install AX Web Access Components

1. Under the **Help** menu select **Check Installed Components**. You will be prompted to open another **.cab** file to install the AX Web Access component checker.



2. Download and install ALL four components (click on the icons  ) if they are not already installed. Check the lower section for the current install status. If the section appears blacked out, as below, just click in that area.

### ApplicationXtender Web Access .NET components

	Component	Description	Download Size
	ApplicationXtender Web Access Scan Component 6.50	ApplicationXtender Web Access Scan Component is required for the interactive control.	9.2 MB
	ApplicationXtender Web Access Adobe Component 9.1	ApplicationXtender Web Access Adobe Component is required for viewing and printing PDF files.	55.5 MB
	ApplicationXtender Web Access Keyview Component 10.80	ApplicationXtender Web Access Keyview Component is required for rendering foreign files.	13.2 MB
	ApplicationXtender Spell Check Component 5.16	ApplicationXtender Spell Check Component is required to perform a text annotation spell check.	4.6 MB

**Current install status**

**Click to activate.**

3. The status for each of the four components should now be visible.

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	ApplicationXtender Spell Check Component 5.16	ApplicationXtender Spell Check Component is required to perform a text annotation spell check.	4.6 MB

Current install status	
ApplicationXtender Scanning Component:	Installed (v6.50)
ApplicationXtender Adobe Component:	Installed (v9.1)
ApplicationXtender Keyview Component:	Installed (v10.8)
ApplicationXtender Spell Check Component:	Installed (v5.16)

**Password Synchronization (only first time Imaging users MUST perform this step). Those who have been using the previous version of ApplicationXtender (v5.3) do not have to do this step.**

All first time ApplicationXtender users **must** synchronize their AX and Banner passwords before they can login to any of the AX products (Document Manager, Web Access, Image Capture etc.). This can be accomplished in one of 3 ways:

- For Banner users, have the user log into Banner INB and launch ApplicationXtender by clicking on the Banner Document Management System (BDMS) Display Document icon  from **any** Banner form. A message panel should pop up immediately stating: *"Your BDMS password has been automatically synchronized with your Banner password. You must use your Banner password if you wish to access AX / WX directly."*; click **OK**. The user's password is now synchronized.
- For Banner users, have the user log into Banner, go to form GUAPSWD and change their password. This also synchronizes their AX and Banner passwords but it involves changing their existing Banner password too.
- For Banner and AX-only users: Log into Minerva and go to **Personal Menu > Change your Banner/Imaging Password**. The user can keep their current Banner password or select a new one. **Note:** This will synchronize their Banner, AX and Banner data warehouse passwords.